

## LAGUNA BEACH UNIFIED SCHOOL DISTRICT

### **Board Policy No. 5043: FOREIGN EXCHANGE STUDENTS**

#### **A. INTRODUCTION**

The Governing Board welcomes the enrollment of foreign exchange students for many reasons, including the cultural advantages for both local and foreign exchange students. However, it is the policy of the District that foreign exchange students meet certain requirements prior to being admitted to a District program and as a condition of continued enrollment.

#### **B. GUIDELINES AND PROCEDURES FOR ADMISSION**

The following requirements shall apply for admission to a District program:

1. The Superintendent or designee must approve the assignment of all foreign exchange students applying for admission to a District program for grades 9 through 12.
2. To prevent overcrowding, the District will accept the enrollment of no more than four foreign exchange students at one time during each school year. Any exception to this standard must be approved by the Superintendent or designee.
3. Fully completed applications must be presented to the Superintendent's office no later than eight weeks preceding the school year or semester in which the student wishes to enroll.
  - a. The Superintendent's office will make available a schedule specifying the deadlines for the submission of completed applications.
  - b. The Superintendent's office will provide the completed applications to the high school no later than four weeks before the first day of the school year or semester.
4. To enroll in the District, a foreign exchange student must be participating in an exchange program registered with the California Attorney General's Office, designated by the U.S. Department of State and accepted for listing on the Council for Standards for International Educational Travel Programs (CSIET) Advisory List.
5. Foreign exchange students with or seeking an F-1 visa designation shall not be admitted to a District program. An "F-1 visa" is defined as a non-immigrant visa category intended for use by a non-resident alien whose primary purpose for visiting the United States is to study at an academic school.
6. The District shall not incur any financial obligations for admitting a foreign exchange student in a District program.
7. The organization sponsoring the foreign exchange student must provide the following information to the Superintendent or designee before a foreign exchange student will be admitted:
  - a. The selection process used by the organization to determine who qualifies as a foreign exchange student.
  - b. The selection process used by the organization to determine who qualifies as a foreign exchange area representative.

c. The selection process used by the organization to determine an appropriate American host family and the method in which the organization monitors the host family's continuing acceptability.

d. Copies of all applications and related documents submitted by the foreign exchange student and his or her host family to the organization, including but not limited to the following:

i. A valid English version of the foreign exchange student's transcript indicating his or her grade placement and previous coursework. The transcript must be sufficiently clear to allow the high school guidance department to determine the appropriate grade level placement and coursework for the student.

ii. Written verification of adequate English proficiency as evidenced by an acceptable score on a nationally recognized test of English proficiency, such as the Secondary Level English Proficiency (SLEP) test or the Test of English as a Foreign Language™ (TOEFL). The Superintendent or designee shall determine whether the foreign exchange student demonstrates adequate English proficiency to enable him or her to function in an English-speaking environment.

iii. Written evidence that the foreign exchange student has received current and complete immunizations as required by California law.

vi. An agreement by the foreign exchange student, host family, and the organization sponsoring the foreign exchange student that the District will determine the courses in which the student will be enrolled.

v. An agreement by the foreign exchange student and the organization sponsoring the foreign exchange student that:

(1) The District will not grant a high school diploma to the foreign exchange student unless the student has satisfactorily completed all of the District's graduation requirements. At the discretion of the principal or designee, a foreign exchange student who is not eligible for a regular high school diploma may receive an honorary diploma, provided the student has completed at least one semester of full-time enrollment and has achieved at least a 2.0 grade point average.

(2) The foreign exchange student will not be accorded "senior status."

(3) The foreign exchange student will not be permitted to participate in a high school graduation ceremony unless the student has satisfactorily completed all of the District's graduation requirements.

(4) Transcripts for coursework completed at LBHS will be released upon request by the foreign exchange student only to the student's home high school.

8. The Superintendent's designee and the high school principal shall participate in a conference with the foreign exchange student's host family prior to finalizing the student's enrollment in a District program.

9. The student shall not be a high school graduate in his or her native country.
10. The student shall apply for admission for either a full semester or a full school year. Enrollment shall be for no less than one regular semester and no more than two consecutive semesters during the same school year, excluding summer sessions.
11. The District recommends that upon enrollment in a District program, the foreign exchange student be at least 15 years of age and not older than 17 years of age.
12. The foreign exchange student must arrive in time and be prepared to attend classes beginning the first day of the semester in which he or she is enrolled. The foreign exchange student must complete the entire semester or school year for which he or she applied and was granted admission by the District. No extensions will be granted.
13. Failure of an organization sponsoring a foreign exchange student, the area representative, and/or the host family to adhere to the requirements of this policy may result in suspension of placement privileges for one or more years.

#### C. GUIDELINES AND PROCEDURES FOLLOWING ADMISSION

1. The following guidelines and procedures shall be followed after a foreign exchange student has been admitted to a District program.
  - a. At the District level, the Superintendent or designee shall do all of the following:
    - i. Recognize the foreign exchange student and his or her host family at a regular Board meeting.
    - ii. Prepare and disseminate a news release acknowledging the admission and enrollment of the foreign exchange student.
  - b. At the high school level, the principal or designee shall do all of the following:
    - i. Provide a formal school welcome to the foreign exchange student.
    - ii. Assign a peer to the foreign exchange student for the purposes of conducting a tour of the high school, showing the foreign exchange student where his or her classes are located, and introducing the foreign exchange student to other high school students.
    - iii. Spotlight the foreign exchange student in the school newspaper and/or newsletter.
    - iv. Encourage the foreign exchange student to participate in extracurricular and co-curricular activities.
  - c. The host family shall do all of the following:
    - i. Accompany the foreign exchange student to the Board meeting designated for recognizing the student.

ii. Communicate with District and/or high school personnel on a frequent basis to assure that the foreign exchange student's needs are adequately being met.

iii. Inform the high school of any changes in the foreign exchange student's legal, educational, or health status.

d. The foreign exchange student shall do all of the following:

i. Attend a Board meeting for purposes of being recognized as a newly-admitted foreign exchange student.

ii. Follow all rules and regulations of the school and the District.

iii. Strongly consider participating in extracurricular and/or co-curricular activities that will enrich the foreign exchange student's stay and enhance his or her cultural exchange contribution in the school and community. Participation in extracurricular and co-curricular activities shall be conditioned on the foreign exchange student satisfying the eligibility requirements set forth in Board Policy 5011 and space availability.

(cf. BP 5011 – Participation in Extracurricular and Co-Curricular Activities)

iv. Be willing to embrace diverse cultural experiences.

v. Complete and return an exit questionnaire supplied by the District.

#### Legal References

##### EDUCATION CODE

35160 Authority of governing board

35160.1 Broad authority of school districts

51225.3 Requirements for graduation

51225.5 Honorary diplomas; foreign exchange students

##### GOVERNMENT CODE

12620-12630 International Student Exchange Visitor Placement Organizations

##### UNITED STATES CODE, TITLE 8

1184 Foreign students

##### CODE OF FEDERAL REGULATIONS, TITLE 22

62.25 Secondary school students

Date Policy Adopted By the Board: June 8, 2010