

INTERNATIONAL STUDENT EXCHANGE PROGRAM

Policy Code: **4134**

The Elkin City Schools Board of Education embraces the cultural and academic diversity that international students bring to the district. Both international students and students enrolled in the school district reap benefits from international exchanges, including 1) broadening cultural understanding; 2) enriching students learning experiences; and 3) enhancing the relationships among countries of the world.

For the purpose of this policy, international students are defined as students whose citizenship is with a country other than the United States of America who enroll in our district for one year through an organization certified by the Council on Standards for International Travel (CSIET) and whose host family resides within the Elkin City Schools District's boundaries. The Elkin City Schools District will accept international students only through approved exchange programs.

A. Program Approval

All organizations operating international student exchange programs must receive approval of the program from the Director of Student Services prior to placing a student in the Elkin City Schools District. Approval of programs will be based on criteria established by the school district and may include:

1. Documentation that the organization has met the standards established by the Council on Standards for International Educational Travel (CSIET), appears in the current Advisory List of International Educational Travel and Exchange Programs, and is philosophically aligned with the school district's mission and goals.
2. Documentation that the organization has a local representative in North Carolina within a 100 mile radius of the Elkin City Schools.
3. Documentation that the program:
 - Has well defined and executed administrative practices
 - Has stated educational goals compatible with the generally recognized goals of education in the Elkin City Schools
 - Has demonstrated successful placement of international exchange students
 - Is a non-profit organization
 - Is incorporated; and

- Makes a complete financial report available to the public.
4. The school district reserves the right to revoke the approval of any international exchange program that does not comply with the guidelines and criteria established by this policy on international exchanges.
 - The Elkin City School District will accept international students only through approved exchange programs. Organizations operating international exchange programs must receive approval from the Director of Student Services prior to placing a student(s) within a school in the Elkin City School District. The number of slots reserved for international exchange students will be two (2) per school.

B. Program Responsibilities

The international student exchange programs shall be responsible for ensuring that all matters associated with the exchange are facilitated. This includes, but is not limited to:

1. Filing a current copy of program guidelines with the Student Services Division;
2. Working with the appropriate governmental agencies to ensure that the prospective international exchange student has fulfilled all requirements for entry into the United States on a J-1 visa;
3. Assuming all financial and legal responsibility for the international exchange student;
4. Providing the Student Services Division with a copy of the student application packet, which the international exchange student agency used to accept the student, by July 31 of the current school year;
5. Assuming responsibility for all matters associated with living arrangements for the international exchange student, such as selecting and orienting the host family involved in the international exchange program; (Host families shall not be recruited through the Elkin City School District by district staff);
6. Orienting the international exchange student to Elkin City Schools and to the Elkin City School District;
7. Meeting with an administrator of the school to which the student is assigned to establish a liaison for the program, the host family, and the school;
8. Notifying, in writing, the principal of the assigned school of the need to award and transfer any academic credit back to the student's home country after completion of the international exchange year in the Elkin City School

District, and informing the principal of any unique procedural features involved in the process;

9. Informing the international exchange student of the policies of the Elkin City School District at the time of the student's acceptance by the international exchange student agency.

C. Acceptance of Students

International exchange students who are accepted in the Elkin City School District must meet criteria established by the Student Services Division and the Instructional Services Division. These requirements include that the student:

1. Be approved by the Human Resources Division and the Instructional Services Division;
2. Apply for admission to the Elkin City School District by July 31 of the year in which the student wishes to enroll;
(application to the school system is formalized by the receipt of a copy of the international exchange student's application packet, including the name and address of the host family);
3. Be eligible for enrollment in grades 11 or 12, be between the ages of 16 and 19 years old, and not have graduated from high school in their own country;
4. Present a valid J-1 visa to the principal of the school to which the student is assigned;
5. Have academic command of the English language to function in a regular classroom. The international exchange agency must document the student's English ability as part of the application process. No special assistance will be given by the school district to teach the English language;
6. Present documentation of acceptable academic achievement; and
7. Provide the school principal with:
 - a. Insurance documentation (accident and medical coverage);
 - b. Written permission of the program to take driver education and participate in interscholastic athletics, if applicable;
 - c. Results of a recent physical examination and proof of required immunizations;

- d. A copy of any special rules and requirements contained in the international exchange agreement; and
- e. Any other data required by the school or the Elkin City School District.

International exchange students will be accepted for a year-long course of study or a first semester course of study only. No second semester placements will be made.

D. Placement of Students

The Human Resources Division, jointly with the Instructional Services Division, will make the assignment of international students to a school within the Elkin City School District. Considerations in making such an assignment are based on:

1. The number of international exchange student slots available within a school during the school year as determined jointly by the Instructional Services Division and the Human Resources Division; and
2. The host family's address.

E. Selection of Courses/Extracurricular Activities

The selection of courses and extracurricular activities will be made through agreement with the program representative, the host family, school personnel and the students.

1. The school shall designate a faculty member to act as an International Exchange Student Advisor who will serve as a liaison between the international exchange student and the school.
2. A member of the host family or the local program representative should contact school personnel to register the student and select courses and extracurricular activities. In an effort to increase the cultural understanding of America, all international exchange students are encouraged to take U.S. History and English III (American Literature).
3. Students will be allowed to participate in all extracurricular activities and intramural athletics available to them at the assigned school except where prohibited by restrictions of the international exchange program.
4. Exchange students may participate in interscholastic athletic with written permission of the program representative, if they meet applicable eligibility requirements under the policy of the Elkin City School District and the

North Carolina High School Athletic Association and provide any other necessary documentation.

F. Graduation Eligibility

International exchange students may participate in high school graduation exercises, but are not eligible to receive diplomas.

G. Special Agreements

1. Tuition is waived for all international exchange students who enroll into the Elkin City Schools under these guidelines.
2. International exchange students are subject to all rules and regulations governing other students in the Elkin City School District.

ELKIN CITY SCHOOL DISTRICT STUDENTS ENTERING AN EXCHANGE PROGRAM

In order for a student to take courses abroad and receive high school credit for them in the Elkin City School System, careful planning based on outlined procedures is essential. The result should be clear expectations on the part of the student, his/her parents and the school administration. In general, credit can be given for those courses, which have substantial equivalency to the Elkin High School course in content and in hours. A syllabus from the school being attended will serve as documentation.

A. Responsibilities of Student

1. File "Request for Credit for Study Abroad" by July 1 of the year preceding the proposed study: course credit cannot be granted until the student submits a copy of the syllabus of the course(s) for which credit is requested. The hours of study and grading system in the course(s) must be included.
2. Notify his/her principal and receive approval of any course changes by December 31 of the year of his/her study abroad.
3. Mail Elkin High School a copy of their first semester grade report received on approved courses.
4. Schedule and take required end-of-course examinations and teacher examinations of the Elkin City School's course(s) for which substitution is to be made. This requires the student to be available one week prior to graduation from high school.
5. Notify the school of any changes in permanent address and telephone numbers.

B. Responsibilities of the School

1. Approve or deny "Request for Credit for Study Abroad" no more than two weeks after the course syllabus is presented.
2. Administer required end-of-course examinations and teacher examinations to student.
3. Enter seniors studying abroad on the principal monthly report as an E1 the last day of school.

Legal References:

Cross References: Domicile or Residency Requirements (policy 4120), Discretionary Admission (policy 4130)

Adopted: January 27, 2020