

Section 400: Students

**Procedures for Admission of Foreign Exchange Students**

**Code #422.01AR**

The following are the policies and procedures for admission of foreign exchange students:

- A. All processing and approval of requests for enrollment shall be made to the District's administration.
- B. Each foreign exchange student shall be represented by a bona fide sponsoring organization recognized by the District.
  - 1. The fiscal responsibility of the sponsoring organization shall have been established and accepted by the District's administration.
  - 2. The sponsoring organization shall have a legally accepted existence.
- C. The student must reside in the District. The sponsoring organization shall establish, to the satisfaction of the District, that adult supervision has been established in the District - The supervisor has the authority to act on behalf of the student and is financially and otherwise responsible.
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  - 1. All information shall be furnished to the District prior to the time when the prospective student exits from his/her native country. If requested, the sponsoring organization is to provide, in writing, any or all of the following information:
    - a. The method of student selection;
    - b. The method of determination and level of English proficiency;
    - c. The name of the person responsible for providing customs and immigration requirement forms;
    - d. Housing arrangements and the process of selecting the host family;
    - e. The arrival and departure dates of the student;
    - f. Student records
      - (1) Academic records

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(2) Health records

(3) Immigration records

(4) Co-curricular records

g. Travel arrangements (to and from the United States as well as within the United States); and

h. Insurance coverage (health, accident and liability)

2. The District shall receive application for enrollment by July 1<sup>st</sup> preceding the enrollment school year. The District's administration may waive this deadline under extenuating circumstances.
  3. The student must be at least 16 years of age. Students must have at least two (2) years of high school remaining when they enroll in the District - They will complete one (1) year in the District and must complete at least one (1) year of school upon returning home.
  4. The student shall be sufficiently proficient in English. The student must demonstrate a minimum level of English proficiency through satisfactory grades on a high school transcript or as reported on the Test of English as a Foreign Language (TOEFL). A Skype interview with a representative of the District may be utilized prior to acceptance to ensure the student is proficient in English. The District does not offer ELL classes or specialized assistance to exchange students.
  5. The student has complied with the State of Wisconsin's immunization requirements for their grade level prior to enrollment in the District or as soon thereafter as possible.
  6. The District's administration reserves the right to examine any information deemed relevant to the request.
- E. The District reserves the right to limit foreign exchange student enrollments. Enrollment is generally limited to a maximum of two (2) exchange students in a school year, but this limit may be adjusted at the discretion of the District's administration as circumstances require. Preference will be given to providing representation from as many different countries as possible.

## F. Admission and Enrollment Procedures

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1. Students will be admitted for the school year only at the beginning of the school year. Only under unique circumstances will an exchange student be accepted for one (1) semester.
  2. Students will be required to attend school full time.
  3. Students shall adhere to the rules and regulations pertaining to resident students. Failure to do so will result in termination of admission and referral to return to their home country.
- G. Students may participate in high school graduation ceremonies but will not receive a high school diploma. Students will receive a Certificate of Attendance and a copy of their transcript.
- H. Exchange students are encouraged to participate in co-curricular activities. Students must be aware that participating in co-curricular activities means they must comply with the rules and regulations pertaining to such participation.
- I. Host Family Criteria
1. Host families will be selected and approved by the sponsoring organization prior to acceptance of any exchange student. Host families must pass a background check and thorough review by the sponsoring organization before being approved by both the sponsoring organization and District.
  2. Students and their host families must meet with the District's administration and/or their designee(s) prior to starting classes. This includes meeting with the school counselor to schedule appropriate courses based upon the student's needs and abilities.
  3. Students and/or their host families shall be required to pay all normal school expenses, exclusive of tuition. This includes, but is not limited to, breakfasts, lunches, books, fees, tickets for activities, yearbooks, graduation expenses and any other student fees.
- J. The District reserves the right to reject any exchange student. Furthermore, the District reserves the right to terminate a student's enrollment when, in the judgment of the District, the student's continued enrollment is detrimental to the student, other students and/or school personnel. Sponsoring organizations that fail to meet the requirements stated herein or who fail to properly support the school or exchange student during a placement may have their future placement

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privileges suspended by the District, at the discretion of the District's administration.

**Legal Reference:** Section 121.84(1)(c), Wisconsin Statutes

**Cross Reference(s):** Rule 422.01 - Procedures for Admitting Foreign Exchange Students

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