



Students – Series 3000 Procedure Exchange Students – 3142P

A. Acceptance and District Responsibility

1. Because of limited classroom availability, the District will, annually, only accept up to 10 foreign exchange students from state approved agencies. Every attempt will be made to balance enrollment between Peninsula High School and Gig Harbor High School.
2. Because of a close partnership with the District each local Rotary club will be given priority to place a foreign exchange student.
3. At its discretion, the District may enroll additional foreign exchange students case of an emergency, but only on a space available basis.
4. Throughout their stay, the District will provide support to each foreign exchange student through a coordination of counseling and peer support.
5. It shall be the responsibility of the District to report any suspicion of abuse or malfeasance on the part of any person toward the foreign exchange student. Such reports shall be made to the proper legal authority and to the sponsoring organization.

B. Age Limitations

Foreign exchange students must be at least fifteen (15) years of age and must not have reached their nineteenth (19) birthday on the day of enrollment.

C. Course Assignment

1. Foreign exchange students will only be enrolled as full-time students.
2. Foreign exchange students must be enrolled in English and U.S. History and/or U.S. Government.
3. Foreign exchange students must be enrolled based upon seat availability in a minimum of four academic classes. The following areas of study are considered academic: English, Mathematics, Science, Computer, World Language, and Social Studies.

D. Grading, Credit, and Certificates Granting Procedures

1. Foreign exchange students will be graded and evaluated based on District regulations.
2. Foreign exchange students will be granted credits for successful completion of course work. However, no foreign exchange student may receive a high school diploma.
3. Foreign exchange students of senior status may participate in commencement exercises and receive a certificate of attendance, provided they have successfully completed one year of study.
4. A foreign exchange student who has been previously awarded a high school diploma may not be enrolled in the District.
5. The District may request the sponsoring agency withdraw a student who is not adjusting favorably.

E. Financial Responsibilities

1. The District will not provide financial assistance or benefits to foreign exchange students.
2. Foreign exchange students will be responsible for all school fees and other school expenses.

F. Rights and Privileges

1. Foreign exchange students will be subject to the same policies, rules of conduct, and attendance requirements as non-foreign exchange students.
2. Foreign exchange students will be accorded all the rights and privileges of non-foreign exchange students, except as noted, during their period of enrollment.
3. Foreign exchange students may participate in interscholastic athletic competition provided (1) all other rules and regulations regarding eligibility have been met, (2) the student fills out and requests the principal file **Request for Eligibility** (WIAA Regulation) form with the Washington Interscholastic Activities Association (WIAA), and (3) written permission to compete has been received from the WIAA.

G. Registration

1. After the student has been approved for acceptance in the District, the host family parents and foreign exchange student must attend a pre-registration meeting and interview. These interviews must be scheduled before the student is enrolled in the assigned high school.
2. The hosting agency must provide an English translation of the exchange student's course work in his/her school of origin.
3. As part of the application process, the foreign exchange student and host family will sign an **Acknowledgment of Foreign Exchange Student Non-Graduating Status** form.
4. No foreign exchange student may be enrolled in an ELL Program.

H. Sponsoring Organization's Responsibilities

1. The local representative of the organization shall:
 - a. Guarantee that the sponsoring agency has current state approval.
 - b. Comply with all District policies, regulations and procedures.
 - c. Guarantee that the student speaks and understands English to an acceptable degree to be successful in school.
 - d. Check on the student's well being in the host home on a monthly basis.
 - e. Obtain copies of every grade report. If necessary, contact the school(s) to request such copies.
 - f. Notify the school attendance clerk and the District Contact Person of any change in the host family or school status **by the end of the next regular school day.**
 - g. Ensure that only one student is placed in each host home. Ensure that no other foreign exchange organization has placed a student in that host home for the same calendar year. In addition, the regional representative of the sponsoring organization must meet with the host family and student separately, **at least twice each year**, with the first visit occurring within the first month after the placement of the student.

I. Revocation or Suspension of Sponsoring Organizations

1. Should the guarantee or documentation provided by a sponsoring organization prove to be invalid, further acceptance of foreign exchange students from that organization will be dependent upon proof of compliance with district policies, regulations and procedures. The burden of proof rests with the sponsoring organization.
2. Should the area representative of the sponsoring organization fail to meet the responsibilities outlined, the organization will be placed on suspension for one year during which time no students from that suspended organization will be accepted. After the completion of one year of suspension, the organization must reapply for District approval and be subject to a first year placement maximum of three students.

J. Annual Timelines

1. January 15 Parents interested in hosting a foreign exchange student are encouraged to contact agencies on a state approved agency list. Information will be placed on the District Web Site. Letter sent from District to each approved agency reminding them of the district procedures and timelines.
2. February 1 Application process begins for state approved agencies to apply for District acceptance of foreign exchange students.
3. April 1 Completed agency applications received and date/time stamped by the District
4. April 15 Agencies approved for placement.
5. May 15 Specific student packets turned in from agency to the District.
6. June 1 Student packets approved by the district. High schools informed of placements for the ensuing year.