



Book	Policy Manual
Section	5000 Students
Title	FOREIGN-EXCHANGE STUDENTS
Code	po5114
Status	Active
Adopted	July 8, 1996
Last Revised	June 12, 2017

#### 5114 - **FOREIGN-EXCHANGE STUDENTS**

The Board will permit the admission of foreign-exchange students (from recognized and approved student exchange programs) who are residing in this District, providing space is available in one of the District High Schools. If the enrollment of a given Dublin High School exceeds the capacity resolution for the specified school year, no foreign exchange student will be permitted to enroll in that specific High School.

The District shall use the following procedures, established by the United States Department of State in selecting and enrolling all foreign-exchange students. The District shall participate exclusively with sponsoring organizations that are recognized and approved by the United States Department of State.

This policy only applies in such instances wherein a student is entering the United States to attend public school by way of an organization recognized and approved by the United States Department of State as an exchange visitor program sponsor. It is not intended to apply to other foreign students residing in the District who must be enrolled in accordance with State law. Nonresident foreign-exchange students shall be eligible for admission on the same basis as other nonresident students.

##### **A. Sponsoring Organizations**

The District will participate with sponsoring organization designated by the United States Department of State as an exchange visitor program.

1. Foreign-exchange students must be associated with a recognized and approved sponsoring organization.
2. The sponsoring organization must document designation by the United States Department of State.
3. The sponsoring organization shall also:
  - a. comply with the Federal Exchange Visitor Regulations and all other applicable local, State, Federal and professional requirements;
  - b. appoint adequate staff and support services with appropriate qualifications and training to administer the foreign-exchange program;
  - c. ensure that the student is sufficiently proficient in the English language in order to participate in the program;
  - d. monitor the student while s/he is participating in the program.

## B. Selection

1. The sponsoring organization shall be responsible for the selection of students.
2. Selection is limited to no more than two (2) students per high school between the ages of sixteen (16) and nineteen (19) who have sufficient proficiency in the English language in order to enable them to function in an English-speaking environment without the use of an interpreter and participate in their foreign- exchange programs.
3. The sponsoring organization shall be responsible for the selection of the host family(s) and shall document, prior to enrollment, that a host family has been established.
4. Agreements between the sponsoring organization, the student's parents, and the student must clearly delineate the sponsoring organization's rules as well as the costs and refund policies and must be submitted at the time of enrollment. The District shall provide copies of the Student Handbook which shall be a part of such agreements.
5. The Dublin City Schools shall send written acceptance of the student to the sponsoring organization and the student by the date agreed upon by the sponsoring organization and the District.

## C. Enrollment and Other Conditions

Dublin City Schools will only accept placements for the following:

1. the 1st semester of an academic year
2. the full academic year

If the host family lives outside the transportation zone for the High School where the student is placed, it will be the sole responsibility of the host family to provide transportation.

The sponsoring organization shall provide evidence of proper immunization (see AG 5320) and medical insurance coverage for the student. The sponsoring organization shall verify that the student has medical insurance coverage in effect during the period of time they are in the foreign-exchange program.

The principal shall designate a member of the faculty or school administration as the student's advisor during his/her stay at the school. The advisor shall serve as the liaison between the school and host family, school and sponsoring organization, student and student body, and the school and community.

## D. Foreign Exchange Student Regulations

1. The sponsoring organization must notify the Director of Operations before enrolling the student in school.
2. The sponsoring organization must provide the following information to the Director of Operations:
  - a. student's name
  - b. his/her birth certificate or similar documentation (passport) authorized by law as proof of age and birthdate
  - c. a certified copy of any custody or guardianship order or decree together with any modification in such an order or decree
  - d. home country
  - e. student's grade assignment and transcripts
  - f. suggestion of "CORE" curriculum for the student
  - g. TOEFL test of English proficiency
  - h. Immunization records (see Policy 5320)
  - i. medical insurance coverage

- j. upon arrival in the U.S., the student will need to receive a TB test (see Policy 5320 and Form 5320 F3)
3. The sponsoring organization must provide the Dublin City Schools with the name and phone number of the person from the organization assigned to the exchange student. The organization should also provide the regional director's name and phone number, as well as the local chapter liaison person's name and phone number.
  4. Foreign-exchange students who request enrollment in the Dublin City Schools must demonstrate proficiency in the English language and have sufficient scholastic preparation to enable him/her to undertake a full course of study in the grade commensurate to his/her chronological age.
  5. It is strongly recommended that the sponsoring organization be responsible for providing tutoring in English to help the student experience a smooth transition to the Dublin School system.
  6. At the high school level, the exchange student may be required to enroll in a class in his/her own native language (if available at Dublin City Schools), as well as enrolling in an English class to enhance his/her speaking and understanding of English. The English department recommends English composition for foreign- exchange students.
  7. Foreign-exchange students in any school may enroll in an ESL class or ESL tutoring if there is a vacancy in that class. Enrollment priority in our ESL program is given to our resident students who must accumulate credits to graduate from our school system.
  8. Foreign-exchange students will not be able to graduate from Dublin City Schools; however, a senior may participate in senior activities and receive a "complimentary" diploma during the graduation ceremony.
  9. Dublin City Schools do not serve as a placement agency; therefore, the sponsoring organization must show evidence of a plan in the event that a student must be removed from the assigned host family for any reason.
  10. Foreign-exchange students are encouraged to participate in extracurricular activities while attending our schools.
  11. Foreign-exchange students will be graded in the same manner that is customary for Dublin students. In addition, grades awarded to a foreign-exchange student will reflect only work that was completed in that subject area. If the student does not complete the requirements, s/he will not be given credit for the subject material.
  12. Dublin City School students who attend a chartered foreign school for part of their high school experience, will have their credits recognized on their transcripts.
  13. Foreign-exchange students are eligible to participate in all interscholastic sports providing they meet all the Dublin City School District and Ohio High School Athletic Association (OHSAA) eligibility requirements mandated by this organization.

#### **E. Additional Requirements**

Sponsor organizations shall notify the Director of Operations, promptly and in writing of any of the following circumstances:

1. change of its address, telephone and/or facsimile number;
2. loss of licensure or accreditation;
3. the imposition of sanctions by the United States Department of State, including but not limited to a revocation or suspension of the program, reprimand, probation, corrective action plan, and limitations on the authorized number of exchange visitors, even if under appeal;
4. litigation related to the sponsoring organization's exchange visitor program;
5. denial or redesignation or termination of its exchange visitor program;
6. change of host family placement of an exchange visitor;
7. the denial of a visa for an exchange visitor;
8. the withdrawal or termination from the program of an exchange visitor.

Revised 12/96  
Revised 6/10/02  
Revised 2/10/03  
Revised 10/11/05  
Revised 6/8/09  
Revised 2/9/15

© **Neola 2015**

Legal

R.C. 3313.64

Mutual Educational and Cultural Exchange Act of 1961, as amended

Immigration and Nationality Act

22 C.F.R. 62, Exchange Visitor Program