

Exchange Students Procedures

1. Program Approval

- 1.1 Programs wishing to receive approved program status must submit the documentation that the district requires for determining approval status. As a minimum, the sponsoring organization shall submit a copy of the *Foreign Exchange Student Program Application and Assurances* signed by its authorized representative, an informational document which complies with state law; the Yakima School District *International Student Exchange Visitor Placement Organization* form; and a copy of any brochure(s) the organization distributes to prospective exchange students and host families. Organizations must also submit the table of fees charged in-bound students. All exchange programs must submit this documentation to the superintendent by April 1. The district reserves the right to limit the number of approved programs with which it cooperates based upon an assessment of student need and the ability of the district to fairly and equitably provide cooperation with those programs. The district reserves the right to limit the total number of students enrolled in each school under approved exchange programs based upon the educational impact on the affected school.
- 1.2 Each program approval request shall be reviewed by the superintendent or his/her designee. Applicants shall be notified as to whether their program is approved on or before May 15. Notification of denial shall be sent in writing.
- 1.3 The superintendent or designee shall review annually all district approved foreign/domestic travel study programs for the purpose of renewal of such status. A committee of district representatives shall review the documentation submitted by all organizations wishing to offer foreign exchange student programs in the district.
- 1.4 The district and schools involved shall accord a reasonable degree of time, and effort and resources to support the foreign exchange students.

2. District/School Responsibilities

- 2.1 Each building will identify a member of the administrative or counseling staff to assume the role of building facilitator of foreign/domestic travel study programs.
- 2.2 The schools agree to make space available to approved program representatives for meetings with interested students and/or parents.
- 2.3 The district shall comply with all current United States (US) Justice Department and Immigration and Naturalization regulations.
- 2.4 Total enrollment of exchange students at any one school will be on a space available basis; determination will be made by the superintendent's designee and school principal.

3. Foreign Exchange Program Responsibilities

- 3.1 All programs desiring district approval shall assume full responsibility for providing complete information about their respective programs and shall deliver to the superintendent a completed application and assurances form 3142.1X and program information form 3142.2X.
- 3.2 All approved programs shall assume full legal responsibility for all aspects of their activities. Each program shall agree to indemnify and hold harmless the Yakima School District from all claims, suits, and actions of any nature for or on account of any injury, damage, or liability resulting from student participation in the activities of the program.
- 3.3 All approved programs shall designate an established local program representative or community contact representative who shall be readily available to the Yakima School District personnel, including a twenty-four (24) hour contact process.
- 3.4 The program shall obtain written acceptance into the district from the superintendent or designee prior to enrolling a student.
- 3.5 Sponsoring organizations shall be able to show evidence of sufficient insurance to pay claims resulting from illness, accident, or death of an exchange student. Such insurance must also protect the host family from any action arising from such situations.
- 3.6 Students who request a Yakima School District diploma must meet school district and Washington State graduation requirements. The request to pursue a diploma should be made a minimum of sixty (60) days prior to the arrival of the student. At that time, the student must present documentation in English that the same requirements placed on our own high school students have been met or exceeded elsewhere in a foreign school program or other American school program. Review of requests for diplomas to be awarded to foreign exchange students will be conducted according to the same criteria imposed on Yakima School District students, and a response to the request shall be made to the students before departure from their foreign home, if at all possible.

4. Student Responsibilities

- 4.1 Each foreign exchange student requesting enrollment in the Yakima School District must provide the superintendent or his/her designee, prior to enrollment, with an official transcript, a birth certificate, and application forms. All forms should be completed in the English language. A Washington State Certificate of Immunization must also be completed and signed by the parent. All Washington State immunization requirements must be met.

- 4.2 A prospective exchange student shall demonstrate English language proficiency through a satisfactory test score on a test of English language proficiency as measured by the Test of English as Foreign Language (TOEFL), Secondary Level English Proficiency (SLEP), Structure Test English Language (STEL), a comparable test, or a demonstration of competency in the English language.
- 4.3 Foreign students participating in a family-to-family exchange must arrange for the US Immigration Form I-20AB from the building principal. This form must be issued in the US by the accepting school district, and may be signed only by a designated school official. A Form I-20AB may be issued to a prospective student only after the student has submitted all required forms to the district.
- 4.4 If a prospective exchange student is planning to participate in a family-to-family exchange, proof of responsibility for the student must be established and any other supporting documents must be received, reviewed and evaluated.

Documentation shall include:

- 4.4.1 the host family's name, street address, home and work telephone numbers;
 - 4.4.2 a properly completed US Department of Justice Affidavit of Support as evidence of financial support for the period of enrollment with a verified return home air ticket; and
 - 4.4.3 the legal name of parent(s)/guardian(s), street address, and telephone numbers.
- 4.5 Each foreign exchange student is required to take one (1) year each of US History and English. Foreign exchange students may take traffic safety education with the permission of the building principal or designee, parent(s)/guardian(s) and host parent, and exchange program.
 - 4.6 Foreign exchange students are expected to maintain passing grades in six (6) courses each trimester.
 - 4.7 Foreign exchange students must follow all school rules and regulations and shall have the same rights and responsibilities of other students. An exchange student who violates district discipline policies may be suspended or expelled.
 - 4.7.1 All exchange students are invited to attend the meetings of the school's international clubs.
 - 4.8 Foreign exchange students of senior status may participate in graduation ceremonies and receive a certificate of attendance, provided they have completed one (1) year of study with passing grades.

- 4.9 Students who request a Yakima School District diploma must meet school district and Washington State graduation requirements. The request to pursue a diploma must be made at the time the student's paperwork is submitted for acceptance by the district. At that time, the student must present documentation in English that the same requirements placed on our own high school students have been met or exceeded elsewhere in a foreign school program or other American school program. Review of requests for diplomas to be awarded to foreign exchange students will be conducted according to the same criteria imposed on Yakima School District students, and a response to the request shall be made to the students before departure from their foreign home, if at all possible.
- 4.10 Foreign exchange students participating in organized school athletic programs must meet current Washington Interscholastic Activities Association (WIAA) criteria.
- 4.11 Students must be eighteen (18) years of age or younger on the first (1st) day of attendance. Students who have graduated from high school in their native country must provide a rationale to seek acceptance into the high school program.

5. Administrative Responsibilities

- 5.1 All foreign exchange student applications, assurances and immigration forms will be handled through the high school principal's office.
- 5.2 Foreign exchange student building assignments will be based on the host family service area and available space.
- 5.3 The Yakima School District will provide no financial assistance or benefits for the foreign exchange student. The exchange student will personally be responsible for all school fees and expenses.

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