

**INTERNATIONAL EXCHANGE**

The Governing Board recognizes the value of interactions between students of different countries and cultures in promoting global awareness and international understanding in an increasingly globalized and interconnected world. The Board welcomes the enrollment of international exchange students in district schools and encourages district students to take advantage of opportunities that they may have to participate in such programs and study in another country.

With Board approval, a district school may establish a sister-school relationship with a school in another country.

**District Students Studying in Another Country**

School counselors may provide information regarding international exchange programs and academic counseling to district students who wish to study in a foreign country. Such counseling shall include a review of the student's completed coursework, academic achievement, and personal goals, and shall advise the student regarding requirements that the student must meet during attendance in the foreign school in order to maintain progress toward meeting district graduation requirements.

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6164.2 - Guidance/Counseling Services)*

Credit for courses successfully completed in the foreign country shall be granted in accordance with Board policy and administrative regulation.

*(cf. 6146.11 - Alternative Credits Toward Graduation)*

**International Exchange Students in District Schools**

Before enrolling an international exchange student in a district school, the Superintendent or designee shall request proof that the student is participating in an International Student Exchange Placement Organization (ISEPO) program registered with the California Attorney General's Office.

The Superintendent or designee shall obtain from the ISEPO a description of the services to be performed by the ISEPO for the student, host family, and the district; telephone numbers that the student, host family, or district may contact for assistance; and a summary of the student's complete prior academic coursework completed. (Government Code 12628; 22 CFR 62.25)

The district may require additional documents which may include, but are not limited to, evidence that the student has health and accident insurance from the time of departure from home to the time the student returns to the home country. (11 CCR 360; 22 CFR 62.25)

When necessary because of overcrowding within district schools or limited district resources, the Superintendent or designee may limit the number of international exchange students to be accepted at any district high school during any school year.

## **INTERNATIONAL EXCHANGE** (continued)

The district shall not incur any financial obligation when educating international exchange students.

*(cf. 3260 - Fees and Charges)*

The Superintendent or designee shall establish district criteria for issuing regular or honorary diplomas to international exchange students. The principal or designee shall refer to these criteria when assisting international exchange students in selecting classes and cocurricular activities based on the student's individual qualifications, needs, and interests. If the international exchange student does not meet the criteria for a regular or honorary diploma, they may be provided with a certificate of participation.

*(cf. 5127 - Graduation Ceremonies and Activities)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6146.3 - Reciprocity of Academic Credit)*

*Legal Reference: (see next page)*

## INTERNATIONAL EXCHANGE (continued)

### *Legal Reference:*

#### EDUCATION CODE

35160 Authority of governing boards  
35160.1 Broad authority of school districts  
35185 Miscellaneous administrative authority  
48052 Nonresidents  
48204.4 Evidence of residency for school enrollment  
51225.5 Honorary diplomas; foreign exchange students

#### GOVERNMENT CODE

12620-12630 International Student Exchange Visitor Placement Organizations  
87100 General prohibition, conflict of interest

#### CALIFORNIA CODE OF REGULATIONS, TITLE 11

350-384 California Uniform Supervision of International Student Exchange Visitor Placement Organizations

#### CODE OF FEDERAL REGULATIONS, TITLE 8

214.2 Students in academic high schools

#### CODE OF FEDERAL REGULATIONS, TITLE 22

62.25 Secondary school students, exchange visitor program

### *Management Resources:*

#### CSBA PUBLICATIONS

Legal Guidance Regarding International Student Exchange Placement Organizations, 2014

#### WEB SITES

CSBA: <http://www.csba.org>

California Interscholastic Federation: <http://wwwwcifstate.org>

California Office of the Attorney General, ISEPO: <https://oag.ca.gov/exchangestudents>

Council on Standards for International Educational Travel: <http://www.csiet.org>

U.S. Department of State, Bureau of Educational and Cultural Affairs: <http://exchanges.state.gov>

U.S. Department of State, Exchange Visitor Program: <http://j1visa.state.gov/programs/secondary-school-student>

U.S. Immigration and Customs Enforcement: <http://www.ice.gov>

Policy

adopted: July 17, 2001

revised: March 24, 2020

**VISALIA UNIFIED SCHOOL DISTRICT**

Visalia, California

## **INTERNATIONAL EXCHANGE**

### **Admission**

Prior to enrolling an international exchange student, the Superintendent or designee shall provide the International Student Exchange Placement Organization with written acceptance for the enrollment, including arrangements concerning the payment of tuition or the waiver of the tuition if applicable. (11 CCR 361; 22 CFR 62.25)

*(cf. 5111.2 - Nonresident Foreign Students)*

In order to approve the admission of an international exchange student, the Superintendent or designee must receive a written request for enrollment before the end of the preceding school year.

Enrollment shall be for one semester or one school year. (22 CFR 62.25)

All international exchange students shall meet state and district immunization requirements.

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.31 - Immunizations)*

### **Athletics**

International exchange students shall be eligible for participation in interscholastic sports in accordance with state bylaws of the California Interscholastic Federation as well as applicable section bylaws.

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

### **Diplomas**

International exchange students who are not eligible for a regular diploma may receive an honorary diploma, provided they have completed at least one semester of full-time enrollment and achieved at least a 2.0 grade point average.

*(cf. 5127 - Graduation Ceremonies and Activities)*

International exchange students who do not meet requirements for a regular or an honorary diploma may, at the end of their visit, be given a certificate or letter certifying the time period for which they were enrolled as well as a transcript documenting their completed coursework.

Regulation

approved: July 17, 2001

revised: May 18, 2009

revised: June 6, 2011

revised: February 13, 2020

**VISALIA UNIFIED SCHOOL DISTRICT**

Visalia, California

## **CRITERIA FOR TEENAGER EXCHANGE VISITOR PROGRAMS**

These criteria govern the Department of State designation and monitoring of Exchange Visitor Programs. These programs are designed to give foreign teenager students an opportunity to spend from six months to a year studying at a U.S. high school or other educational institution.

The student is placed by the Exchange Visitor Sponsor with a U.S. family which serves as the host family during the period of sponsorship. The primary purpose of these programs is to improve the foreign student's knowledge of American culture and language through active participation in family, school and community life. A secondary purpose is to improve American knowledge of a foreign culture and to contribute to international understanding through personal experiences in schools and communities throughout the United States.

### **1. Eligibility for Sponsorship**

Only nonprofit organizations and institutions which have received tax exempt status from the Internal Revenue Service under Section 501 (c)(3) of the Internal Revenue Code will be designated as Exchange Visitor Program sponsors for teenager programs.

### **2. Selection**

- a. The designated sponsor must assume responsibility for the selection of students to participate in these programs. Employment or travel agencies either in the United States or abroad shall not be used under any circumstances for the recruitment of foreign students.
- b. Selection will be limited to secondary school students or recent graduates between the ages of 15 and 19 who have a sufficient knowledge of English to enable them to function in an English-speaking environment. Students should be screened for demonstrated maturity and ability to get maximum benefit from these programs.

### **3. Agreements**

All provisions of the agreements between students, their parents and sponsors must be written if possible in both English and the students' native languages. The terms of such agreements must be specific stating clearly the total cost of the program, refund policies and program rules and regulations. The sponsors are responsible for assuring that these terms are fully understood by students and parents/ guardians.

#### 4. Orientation

- a. Orientation, both predeparture and upon arrival in the United States, must be provided to all students. The orientation should be designed to give the students basic information about the United States, its people and family and school life. Students should be fully informed of the nature of the program in which they are participating. Sponsors are encouraged to include returnees in predeparture orientation sessions.
- b. Orientation must also be provided to host families in advance of the students' arrival. Each host family should be well briefed on family and school life, customs, religion and mores in its exchange student's native country. Each family should also be apprised of potential problems in hosting an exchange student and provided with suggestions on how to cope with those problems.
- c. Students must be provided with an identification card which includes 1) the name and telephone number of an official of the sponsoring organization, 2) the name and number of the Exchange Visitor Program, and 3) the address and telephone number of the Facilitative Services Staff, Bureau of Educational and Cultural Affairs, Department of State.
- d. In addition, students and host families must be provided with a copy of the "Criteria For Exchange Visitor Teenager Programs."

#### 5. Health, Accident and Liability Insurance

- a. The sponsor is responsible for ensuring that every student selected to participate in the program has appropriate medical coverage. Minimum acceptable coverage must include 1) basic medical/accident of \$2,000 (per injury or illness), 2) preparation and transportation of remains to home country (at least \$1,500), and dismemberment coverage.
- b. Coverage may be provided in any of the following ways, with the Department informed of the sponsor's choice:
  - (1) By health and accident coverage arranged for by the student.
  - (2) By health and accident insurance coverage arranged for by the sponsor.
  - (3) By the sponsor assuming all financial responsibilities for a student's illnesses and accidents from the time the student leaves his/her home country until he/she returns home.

#### 6. Geographical Distribution

Sponsors must develop plans to ensure that groups of students, especially those of the same nationality, are not clustered. Every effort must be made to have the students widely dispersed throughout the country. No more than four foreign students and no more than two of the same nationality may be placed in one high school by a sponsor.

7. Placement of Students in U.S. Schools

- a. No organization sponsoring this type of exchange program shall place a student in secondary school without first notifying the principal or superintendent or school board and obtaining approval for the admission of the student. Sponsors must make clear arrangements with school authorities regarding any tuition payments or waivers of tuition.
- b. Placement of the student in a secondary school should be arranged at least five weeks in advance of the student's departure from the student's native country. In any event, such placement must be made before the student's arrival in the United States.

8. Placement of Students in U.S. Host Families

- a. The designated program sponsor is responsible for the selection of the American host family. A program sponsor's representative must personally interview and visit the home of each host family before that family is permitted to receive an exchange student. Telephone interviews are not sufficient. Employment agencies shall not be used, under any circumstances, for the placement of exchange students.
- b. The student shall not be asked to perform the duties of a household domestic under any circumstances. However, students should be made aware that they may be asked to assist with some of the normal daily chores (keeping their rooms neat, helping with the dishes) which all of the members of the household must do.
- c. The American host family should have at home during nonschool hours at least one family member, preferably a teenager, to assure the exchange student of some companionship.
- d. Sponsors must make every effort to assure that a student is placed with the family which promises the greatest compatibility for the student. Such arrangements should be made well in advance so that the students and their hosts have ample time for correspondence before the students leave their home countries.
- e. Sponsors should notify students of their home placement at least five weeks prior to their departure for the United States.
- f. A host family should be given the background data and arrival information about the student at least five weeks prior to the student's arrival in the United States.
- g. Home placement must be made before the student's arrival in the United States. Noncompliance with this requirement can result in immediate suspension or revocation of exchange visitor designation.

9. Supervision

- a. The sponsor must assume the responsibility of resolving problems including, if necessary, the changing of host families and the early return home of the exchange student because of personal or family difficulties.
- b. Sponsors must contact students and their host families periodically throughout their exchange visit to ensure that problems are dealt with promptly and effectively. These periodic contacts should include personal meetings with students.
- c. The sponsor must provide the host family with a copy of the identification card furnished each student (see 4.c.) as well as with the names, address and telephone numbers of both local and national officials of the sponsoring organization who can be contacted at any time in case of an emergency or other problems.
- d. Sponsors must solicit written evaluations of the exchange program from students and host families at the termination of the exchange visit. Student evaluations should include discussion of host families, host schools, area representatives of sponsors, orientation programs and suggested improvements. Host family evaluations should include discussion of exchange students, area representatives, orientation programs and suggested improvements.

10. Employment

Students in the teenager program are not permitted to accept full-time employment during their stay in the United States. However, noncompetitive small jobs, not to exceed 10 hours per week, such as tutoring, grass cutting, baby or people sitting, newspaper delivery, etc., will be allowed.

11. Financial Responsibility

- a. A sponsor must guarantee return transportation for students in the event of a default by their organization. This may be done by the purchase of round trip charter tickets, the purchase of round trip tickets on regularly scheduled flights, or a combination of the two. Alternatively, a sponsor may arrange a surety bond or surety trust agreement with a bank to ensure return transportation.
- b. Sponsors are required to have available for review by the Department of State an audited financial statement of their operations. The financial statement should include an itemized list of the salaries of the officers of the organization.



12. Reports

Sponsors will furnish the Department of State with an annual report on their programs at the end of each year. A questionnaire will be sent to sponsors each year to assist them in preparing the report.

13. Suspension or Revocation of Exchange Visitor Program Destination

Sponsors who are found to be in violation of the above criteria are subject to having program designations suspended or revoked in accordance with Section 63.16 of the Regulations Governing Designated Exchange Visitor Programs.

## CURRENT VUSD FOREIGN EXCHANGE STUDENT GRADUATION WORKSHEET

NAME

DATE

I understand that, as a current full-time VUSD student, participation in a foreign exchange program could delay my graduation. I also understand that if I receive written evaluations for my classes in the host country instead of letter grades or percentages, pass or fail grades may be given on the basis of these evaluations.

To transfer credits from a foreign exchange school, I must be sure to do the following:

1. Earn passing grades at an accredited academic school.
2. Return with an official transcript which is translated into English. (Course descriptions are helpful.)
3. Have written on the transcript the total minutes per class session, the number of times a class meets per week and the total number of classes per grading period.

Student Signature

Parent Signature

Date

\*\*\*\*\*

GRADUATION REQUIREMENTS, CLASS OF 2\_\_\_\_:

	Completed	Needed	Competency Tests	
			Pass	Fail
English				
World Geography & History				
U.S. History 1 and 2				
U.S. Government				
Economics				
Mathematics				
Life Science A__ B__				
Physical Sci A__ B__				
Fine Arts/For Language				
Health 1__ Health 2__				
Physical Education				

Please Note: VUSD students must complete all graduation requirements before they can participate in the VUSD graduation ceremony.

TOTAL CREDITS (220)

COMMENTS:

COUNSELOR SIGNATURE

July 19, 2011

