

2017-18 BEAVERTON SCHOOL DISTRICT INTERNATIONAL STUDENT EXCHANGE GUIDELINES

The Beaverton School District is interested in furthering international understanding through international education and student exchange programs. To further this interest, the District admits international exchange students to its schools through generally recognized and District approved exchange programs. The District does not, however, sponsor international exchange programs. The district will accept students for a semester and a full year of study (September – June). Placements less than a semester are at the discretion of the principal.

I. Program Approval

To be considered for approval by the Beaverton School District, international student exchange programs must meet the following minimum requirements:

1. The exchange program must be approved by and in good standing for the current school year with the Council on Standards for International Educational Travel (CSIET), and be a United States Information Agency (USIA) designated organization. We will need a copy of your current year certificate.
2. The exchange program must have a local representative who is available to meet with school personnel, the student and the host family.
3. Applications are accepted from the first Monday in April through the third Friday in August by 4:30 pm for consideration for the following school year and prior to December 1 for second semester placement by 4:30 pm. Approval will be based on criteria established by the District and will include documentation that the program:
 - a. Has well defined and executed administrative practices.
 - b. Has stated educational goals compatible with the generally recognized goals of secondary education in the District.
 - c. Has demonstrated successful placement of international exchange students.
 - d. Is a non-profit organization.
 - e. Is incorporated.
 - f. Provides a complete financial report available to the public, and
 - g. Provide Beaverton School District's Risk Management Department with a Certificate of Insurance that includes policy limits of no less than \$1,000,000 each occurrence and \$3,000,000 general aggregate. Beaverton School District further requires that it be listed as an additional named insured for general liability.
 - h. If your Certificate of Insurance expires during the current calendar year, the agency will not be able to place students with the Beaverton School District the following year.
4. As part of the application process, the local representative, as the agent for the exchange program, shall sign a written agreement to abide by all the policies and procedures of the School Board.

II. Program Responsibilities

The international student exchange program shall be responsible for assuring that all matters associated with the exchange are facilitated. This includes, but is not limited to:

1. Working with the appropriate governmental agencies to ensure that the prospective international exchange student **has fulfilled all requirements for entry into the United States on a J-1 visa.** Beaverton School District does not issue US Immigration Form I-20.
2. Assuming all financial and legal responsibility for the international exchange student.
3. Providing the District with a copy of the student application materials as set forth in Section III below.
4. **Assuming responsibility for all matters associated with living arrangements for the international exchange student, such as selecting and orienting the host family involved in the international exchange program.**
5. Meeting with an administrator (or designee) of the school to which the student is assigned to establish a liaison for the program, the host family and the school
6. **Informing the international exchange student of the policies of the District at the time of the student's acceptance by the international exchange student agency.**
7. **Selection of the host family and home placement must be made prior to the student's arrival in the District.** Noncompliance with this provision can result in the immediate suspension or revocation of the approved status of the exchange program. A 30-day emergency placement will be accepted for extenuating circumstances as related to the original host family placement. **Communication** must be made within 48 hours of the placement change to the office of Teaching and Learning.
8. The exchange program and the host family shall assume the final responsibility for resolving problems including, if necessary, the early return home of the international exchange student because of personal, family or school difficulties which cannot be resolved.

III. Student Requirements

1. **The student must reside with an adult resident of the Beaverton School District.**
2. The student must possess a valid J-1 visa.
3. As of September 30 of the program year, the student must be between 15 and 18 years of age.
4. The student must submit, through an accredited international student exchange program, to the Superintendent or designee for consideration for the following school year, the following documentation.
 - a. **Evidence that he/she has successfully completed a minimum of 3 years of English Language instruction, which includes speaking and listening as well as reading and writing.**
 - b. The results of an approved English proficiency examination (SLEP / ELTIS). Upon the student's enrollment, an additional proficiency test of the District's own choosing may be administered if such need appears justified. The results will supersede all other test scores. **If the student is not English proficient, the continued enrollment may be denied unless the sponsoring organization arranges for and pays for language tutelage and support necessary for the student to benefit from the school program.**
 - c. **Official transcript and/or record of prior education from the student's home school and an English translation of the same document.** The records should reflect the number of hours per week the student spent in class, **the courses taken and the grades/credits earned.**
 - d. A copy of his/her health immunization records, translated into English and listed on the signed Oregon Immunization form.
 - e. Evidence of health and accident insurance covering the student for the duration of his/her student visa.
 - f. The name, address, and phone number(s) of the student's own parents/guardians, the host family, and the local international student exchange program representative.
 - g. A character reference; must be from a professional staff member in the student's home school, translated into English.

IV. Placement of International Exchange Students

The following enrollment guidelines will be followed by the school, the exchange program and the student:

1. A maximum of ten (10) international exchange students per comprehensive high school may be enrolled in a school year.
2. Students will be enrolled as full-time students.
3. Students will be enrolled in one English class, United States History and/or Civics' class.
4. Students will not have the right to enroll in any district-sponsored traffic safety education.
5. Following approval for admission by the District, the student will be referred for enrollment to the appropriate building administrator. Copies of all significant documents will be provided by the District Office to the administrator in advance of the student's arrival.
6. The student, accompanied by a representative of the sponsoring organization and a member of the host family, shall meet with the principal (or designee) to enroll the student. An orientation designed to acquaint the student with the American school and with the rules governing the behavior of all students shall be provided by the school staff. The student shall be expected to follow school rules and to participate fully in the education program provided.

V. Common Guidelines / Exchange Student Status

1. Participation in Student Activities

- a. Exchange students will be allowed to participate in all extracurricular activities available to them at the assigned school except where prohibited by restrictions of the international exchange program. All exchange programs shall make provisions for the payment and support of these costs associated with the students' participation in all phases of student activities.
- b. Students shall be governed by the Oregon School Activities Association rules and regulations and District policies regarding participation in interscholastic athletic competition.

2. All students are expected to follow school policies and regulations. Violation may result in termination of the student's exchange status.

3. Teachers and staff assistants will not devote additional instructional time to exchange students.

4. Students will not be provided admission into such programs as Special Education, English as a Second Language, nor shall it pay for students to attend other schools or institutions of higher education.

5. Financial Support

- a. School-related expenses shall be the responsibility of the exchange program and the host family. The student may finance school-related expenses if the student is able. The student or host family shall pay for school lunches, admission to school activities and commemorative items such as yearbook and school ring.

6. Course Credit/Graduation

- a. International exchange students may be graded and evaluated academically with the same criteria as domestic students. Failure to make academic progress may result in termination of the international exchange.
- b. Credits will be granted for successfully completed course work.

- c. **An official diploma will not be awarded**, although a student who completes assigned course work successfully will receive a certificate of participation.
- d. Students who successfully complete assigned senior level coursework may participate in graduation ceremonies.

VI. The District reserves the right to place the student in a school, program and grade level, based upon:

1. School attendance area of the host family.
2. Availability of space in the school, and
3. To provide the best educational experience for the exchange student as determined by the District.