

SUPERINTENDENT'S REGULATION 7-2.2(B) ENROLLMENT OF FOREIGN EXCHANGE STUDENTS

Philosophy

The Poquoson City School Board believes that international student exchange provides educational opportunities which contribute to understanding and respecting cultures, languages, and governments of other countries and their peoples.

Classification of Foreign Exchange Students

Foreign exchange students are defined as those on F-1 (Student) visas or J-1 (Exchange Visitor) visas. PCPS only accepts application for enrollment for students under the J-1 visa who are coming through an agency or organization for exchange visitors that meet the requirements outlined below.

J-1 students are defined as persons who have residence in a foreign country to which they plan to return, and who are coming to the United States temporarily as participants in a cultural exchange program that has been approved by the United States Information Agency (USIA). Sponsors of J-1 Exchange Visitor Programs, as described in the Mutual Education and Cultural Exchange Act (the "Fulbright-Hays Act"), include government, educational institutions, hospitals, and not-for-profit organizations.

- a. The J-1 certificate of eligibility (Form 1AP-66 (or such subsequent form as may be developed by the USIA) may be issued only by a Responsible Officer from a USIA designated and approved Exchange Visitor Program. That Responsible Officer is obligated to ensure compliance with USIA regulations, including mandatory health and accident insurance and maintenance of accurate records for each participant.
- b. Under the J-1 regulations, the Exchange Visitor Program must comply with the following requirements:
 - i. be a not-for-profit organization exempt from federal income tax;
 - ii. limit its program to participants between the ages of 15 and 18-1/2 (as of the beginning of the program) or who have not completed more than 11 years of primary and secondary education (exclusive of kindergarten);
 - iii. ensure adequate orientation to participants and their host families;
 - iv. ensure that participants are not clustered together in one school (limit is five per school);
 - v. ensure that no J-1 student is placed more than 150 miles from an authorized program representative;
 - vi. maintain regular contact with the student, host family, and host school; and
 - vii. secure written permission from school officials before placing a student in the school.
- c. The J-1 student must comply with the following regulations:
 - i. have sufficient financial resources for the stay in the United States;

- ii. have a residence to return to upon completion of the program in the United States;
- iii. maintain lawful immigration status while in the United States by keeping a valid passport at all times, not working without authorization, and leaving the United States upon expiration of the visa or securing an extension of stay, if necessary; and
- iv. have sufficient command of the English language to enable the student to function well in an English-speaking academic and community environment.

Application Procedures for J-1 Foreign Exchange Students

Any agency or organization wishing to place foreign exchange students in the Poquoson City Public Schools must be approved by a recognized agency including the Council on Standards for International Educational Travel (CSIET), the United States Information Agency (USIA), or the National Association of Secondary School Principals (NASSP).

The approval of any foreign student exchange program seeking to place or to recruit students in the Poquoson City Public Schools shall be subject to the approval of both the school's principal and the division superintendent or his/her designee (central office coordinator).

Applications to place foreign exchange students in the Poquoson City Public Schools must be submitted to the central office coordinator no later than April 30 (preceding the academic year for which enrollment is being requested) and must contain the following information:

1. sponsoring organization and the family with whom the foreign student will live for the academic year;
2. student's birth certificate/passport/visa;
3. student's transcript/school records documenting subjects taken for at least four previous years of schooling (translated into English) with an explanation of curriculum and credits/time spent in each course;
4. immunization and health records;
5. evidence of insurance;
6. statement of grade level in which the student expects to enroll;
7. handwritten statement by the student (100-150 words) explaining why he wants to attend school in the United States;
8. permission to participate in interscholastic athletics, if participation is desired;
9. statement of documented proficiency in spoken and written English at a level which will enable the student to engage fully in classwork upon enrolling; and
10. other pertinent documents presented by the organization or host family.

Standards for Admission of J-1 Foreign Exchange Students

Students will be accepted in grades 6-12. Admission of students below grade 6 will be reviewed case-by-case and determined by the principal of the relevant Poquoson City Public School and the central office coordinator.

Students who are 18 years of age and who have graduated from high school (completed all grades) in their native country will not be eligible for admission to any of the Poquoson City Public Schools.

Students must have English proficiency and will not be eligible for English as a Second Language (ESL) or special education status.

Students must have acceptable academic achievement in their native countries.

Students must have been screened for maturity and ability to get maximum benefit from an exchange program.

Students will be admitted for a full academic year and enrollment will be dependent upon availability of space in each school.

Students must enroll in an American literature course, a U.S. History course, and a U.S. Government course at grades 11 and 12.

Foreign exchange students are ineligible to take driver's education classes.

Foreign exchange students are ineligible to receive a high school diploma, but may earn certificates of attendance and participate in graduation exercises with the approval of the relevant high school principal.

Foreign exchange students are eligible to participate for one year in extracurricular and interscholastic athletic activities as prescribed by the Virginia High School League and with written approval by the relevant high school principal.

Placement of foreign exchange students with host families having children enrolled in the Poquoson City Public Schools will be expected. The relevant school principal and central office coordinator will review exceptions and agree on the enrollment decision.

Foreign exchange students will not be included in any class ranking lists, nor will a grade point average (GPA) be computed for them.

Foreign exchange students will be subject to the same policies, rules of conduct, and attendance requirements that apply to all students in the Poquoson City Public Schools. The foreign student's host family will be regarded as the "parents" for purposes of notice as required by the school division's Code of Student Conduct.

Foreign exchange students must be supported by a local area representative of the sponsoring organization. The representative must be available to the student, school, central office coordinator, and host family when needed and shall provide each a current address and phone number. The representative must make personal contact with the relevant school principal at least twice during the duration of the student's enrollment to discuss academic and personal adjustment/progress.

A foreign exchange student can be expelled by Poquoson City Public Schools for unacceptable behavior or for failure to maintain adequate grades, defined as average (C).

Foreign exchange students will be responsible for paying the same school fees as those required by Poquoson City students. Foreign exchange students are not eligible for free textbooks or free lunches.

Enrollment of a foreign student in any Poquoson City school is contingent upon the student's possessing at the time of enrollment a valid J-1 visa permitting the student to reside in the United States for the entire period of his educational exchange experience.

Foreign exchange students shall have access to all courses in the school curriculum, but if the pupil/teacher ratio in any course has reached the maximum limit, the principal may refuse enrollment of the exchange student in that course.

Procedures for Placement of Foreign Exchange Students

Completed applications to place foreign exchange students within Poquoson City Public Schools shall be filed with the division superintendent's designated central office coordinator not later than April 30 for possible placement of students during the next school year.

The central office coordinator shall review all applications and forward to principals those of students who meet eligibility requirements for placement in the Poquoson City Public Schools.

Each school to which applications have been submitted shall communicate to the central office coordinator its acceptance or disapproval of each application within ten (10) school days of receipt of the application.

The central office coordinator shall notify, in writing, each applying agency the status of application(s) forwarded from a school within ten (10) days of the notification from the school regarding acceptance or disapproval.

The combined number of full-time foreign exchange students from all placing agencies shall not exceed three (3) students at any one Poquoson City public school.

Enrollment of foreign exchange students in any Poquoson City public school will be completed by July 31 preceding the beginning of the school year in which the student will be enrolled.

The division superintendent retains authority to make all final decisions on placement of foreign exchange students in the Poquoson City Public Schools.

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