

STUDENTS

International Student Exchange

International Student Exchange Committee

The International Student Exchange Committee will be composed of the superintendent or designee, representatives from the high schools who coordinate international student exchange programs, and other appropriate staff members. The committee will meet at least annually in the month of March to review international student exchange programs in the Everett School District, including requests by sponsoring organizations for district recognition.

Recognition of Organizations/Programs

The district will only accept students from international exchange organizations registered with the Office of the Secretary of State of Washington State. (A list of such organizations is available on the website of the Office of Superintendent of Public Instruction at www.k12.wa.us).

District Cooperation

1. The district will determine the degree of cooperation with recognized programs based upon an assessment of student need and the ability of the district to cooperate fairly and equitably with those programs. An effort will be made to accord the same degree of support and cooperation to all recognized programs.
2. All requests for the admission of international exchange student visitors to Everett School District high schools will be addressed to the designated administrator. At the individual high school level, a member of the administrative or counseling staff will be designated to assume the role of building coordinator of international exchange student programs, and that person will serve as an advisor and liaison dealing with international exchange students and international exchange student program concerns.
3. Each high school involved in international exchange student programs will provide for the display and/or distribution of information relating to international travel programs. Opportunities will be provided for recognized program representatives to meet with interested high school students and/or parents. Such meetings will not be held in conflict with regular classes and will be available to high school students on an optional basis.
4. The district, the high schools involved, and individual employees will not devote time, effort, or resources on behalf of international exchange student programs, to the extent that such is thought to be in conflict with, or at the expense of the regular program.

Definitions

For the purposes of this procedure, an *international exchange student* is defined as a student who has been issued a J-1 visa in order to enroll in a high school in the district. An *international exchange organization* is an organization registered with the Secretary of State's office in Washington State.

Basic Provisions

It is understood that visiting students, sponsoring organizations, host families, and the Everett School District will comply with all government regulations, particularly those stated in [Title 22 CFR 51.4](#) and [Title 8 CFR Part 214](#). However, the following expectations, whether government-mandated or stipulated by the Everett School District, are considered especially important:

1. Sponsor Organization Responsibilities

The following items apply both to J-1 student sponsors and to organizations:

- a. Organization sponsors will be responsible for the selection of suitable students and host families for participation in their teenage programs but will not under any circumstances use professional recruiters or travel agencies, either in the United States or abroad, for the recruitment of students or host families.
- b. Selection will be limited to students who meet the following criteria:
 - Students whose age and academic backgrounds are comparable to those of the regular high school population in grades ten (10) through twelve (12)—namely that they:
 - are at least age fifteen (15) and no more than age eighteen (18) at the time they enroll in an Everett School District high school;
 - have completed no more than twelve (12) years of formal education (excluding kindergarten or its equivalent) prior to commencement of study in a local high school;
 - have not completed requirements for nor been issued an American high school diploma; and
 - have not previously matriculated in a college or university-level program of study.
 - Students with a sufficient command of English, as confirmed by course work records and/or test scores, to enable them to function well in an English-speaking academic and community environment. A secondary level English Proficiency (ELTiS) test score of 227 or better, provided at the student's expense, will be accepted as documentation of English proficiency. An International English Language Testing System (IELTS) test score of 5.0 or better will be accepted in place of the SLEP test.
 - Students who demonstrate maturity, good character, and ability to derive maximum benefit from the program experience.
- c. No international exchange student visitor will be brought into the United States by the organization unless he/she has been accepted, in writing, as a student by the office of the designated administrator. Everett School District approval must be secured at least three (3) weeks prior to the date of actual enrollment. Such approval will be granted only to students who have previously been placed with a permanent host family residing within the Everett School District.
- d. The sponsor will ensure that students selected to participate in its program have:
 - Adequate financial support, including costs of return travel to their homeland;
 - Health and accident insurance covering the entire period of their stay in the United States; and

- Official documentation of immunization against diphtheria, tetanus, pertussis, polio, measles, and rubella (rubella immunization not required for high school age females).
- e. The sponsor will provide the district, or appropriate school, proof of the number of grades the student attended and date of expected completion of secondary school in their country, and with a transcript, translated into English, or course work completed by the visiting student since the end of the student's eighth (8th) year of formal school, excluding kindergarten or its equivalent.
- f. The sponsor will maintain continuous personal contact with each of its international exchange students, the host family, and the high school in which each student is enrolled. The local organization representative will be readily available to Everett School District personnel. The sponsor will take action to resolve any problems which may arise with respect to the student's homestay or school program. The district will be informed of action taken.
- g. No more than two (2) visiting students from a sponsoring organization may be placed in anyone (1) school. A limit of ten (10) exchange students for each high school will be maintained. A maximum of two (2) students per country will be allowed to attend a single school. The district reserves the right to modify the limitation on foreign student enrollment.
- h. Should an organization of a international exchange student not follow procedures:
 - the student will be allowed to complete the current semester only;
 - the organization will be notified that they are on probation for one (1) year; and
 - that further acceptance of international exchange students from that program or organization will be terminated for the academic year and the one following should a second infraction occur.

2. District Services

- a. Students will be enrolled in classes deemed appropriate to their ability levels which correspond as closely as possible to their personal preferences.
 - Courses in English, American History, Washington State History or Government will normally be required.
 - Except for auditors, students will have the opportunity to earn grades and credits, based on existing grade and credit standards.
 - Visiting international exchange students will not be listed in official class rankings.
- b. Visiting international exchange students in one-year programs will not be awarded high school diplomas. A certificate of achievement will be issued to eligible twelfth (12th) grade students who may be recognized at the commencement exercises. All visiting international students, successfully completing their prescribed course of study will receive an official letter certifying their attendance and their accomplishments upon request.
- c. Students may also participate in school activities, including athletics, as provided for in Washington Interscholastic Activities Association regulations.

- d. Students will be expected to comply with all school regulations and policies and also to bear the cost of all activities at student/family expense.
- e. Visiting students will not be eligible for special district tutorial assistance in English or other subjects.

3. Length of Stay

The length of stay for J-1 students will be limited to one (1) academic year unless approval for an extension of time is given by the International Student Exchange Committee and by immigration authorities.

Recommended Time Frame

The Everett School District encourages American student participation in international student exchange programs and values the benefits which accrue to individual participants, as well as to their family, their school, and others in their community.

For these reasons, the district strongly urges students who study abroad to do so prior to their senior year, preferably during their junior year or, perhaps, their sophomore year.

Information Dissemination and Student Recruitment

1. Each school involved in American Student Exchange programs will provide for the display and/or distribution of information relating to these programs. Opportunities will be provided for program representatives to meet with interested students and/or parents. Such meetings will not be held in conflict with regular classes and will be available to students on an optional basis only.
2. Organization sponsors will be responsible for the selection of suitable students for participation in their programs but will not under any circumstances use professional recruiters or travel agencies for the recruitment of students.
3. District staff members may not participate in the selection or screening of students for international student exchange programs as part of their regular duties.
4. Furthermore, staff affiliated with international student exchange programs will not use their position to influence, in an undue manner, student participation in specific programs. When acting in the capacity of an Everett School District employee, staff members will provide objective information to students and parents regarding various program options.

High School Credit

1. Everett School District students who enroll in semester or year-long study programs abroad, in non-English language instructional settings, will receive credit for successful course work taken abroad, as confirmed by official international school records. Such credit will be non-graded and will, therefore, not figure in GPA computations, and will be limited to a total of six (6) credits for a full school year or three (3) credits for one semester of schooling. Students who do their international study in English may receive specific course credit, if an analysis of their foreign transcript indicates that such credit is warranted.
2. Students wishing to receive credit for long-term international student exchange will obtain program approval from authorized personnel in their school prior to their departure from the United States.

3. Students will not be granted credit for summer international student exchange. However, upon student request, a notation will be made on the individual's transcript identifying the summer international student exchange experience, as reported to the district in an official written statement from the program sponsor.

Responsibility

The Everett School District specifically declines all legal responsibility and liability for all activities of district students traveling and studying abroad.

Additional International Exchange Student Categories

The Everett School District recognizes the presence of additional international student groups in its schools and their potential contribution to school and community life.

Immigrants and Refugees

Students who are themselves immigrants or refugees or who are members of an immigrant or refugee family and who reside in the district will be admitted to Everett schools with the same privileges and under the same requirements as native-born students, except that they may also be eligible for special English language instruction provisions. Students entering twelfth (12th) grade may be required to complete more than one (1) year of study in order to meet graduation standards.

Non-immigrants

Students who are children of persons in a temporary resident visa status will be admitted to Everett schools with the same privileges and under the same requirements as native-born students. Students entering twelfth (12th) grade may be required to complete more than one (1) year of study in order to meet graduation standards.

Cross reference: [Board Policy 3142](#) International Student Exchange

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