

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 400-74
Subject: ENROLLMENT OF FOREIGN EXCHANGE STUDENTS	Date of Issue: 4/1/96
Preparing Office: Office of the Superintendent	Amended: 11/3/10

I. Policy

II. Procedures

A. Local and Federal Foreign Exchange Program Requirements

1. Any foreign exchange program that wishes to use Frederick County Public Schools (FCPS) for educational placement of a student must comply with the following:
 - a. The program must meet and follow federal regulations governing designated exchange visitor programs.
 - b. The program must be identified by the Council on Standards for International Educational Travel (CSIET) Advisory List. These are the only programs FCPS accepts.
 - c. The program must meet and follow other requirements identified by FCPS as outlined in this regulation.
2. In accordance with federal law, program sponsors must ensure that all participants in a designated secondary school student exchange visitor program:
 - a. Are secondary school students in their home country who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age but not more than 18 years, 6 months of age as of the first day of proposed enrollment.
 - b. Demonstrate maturity, good character, and scholastic aptitude, including English proficiency.
 - c. Have not previously participated in an academic year or semester secondary school student exchange program in the United States in either F-1 or J-1 visa status.
 - d. Have not been awarded a high school diploma or an equivalent.
3. In accordance with federal law, program sponsors must secure prior written acceptance for the enrollment of any exchange student participant in a United States public or private secondary school.
 - a. Such prior acceptance must be secured from the principal of the school the exchange student will attend.

- b. Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.
4. FCPS will only enroll two (2) foreign exchange students at current restricted schools and four (4) foreign exchange students at current unrestricted schools in any one school year. Host families who have guardianship of an international student other than a foreign exchange student are not included in this enrollment limitation.

B. Application Requirements for the Submittal by Program Sponsor

The following must be completed and sent to the principal of the school the student plans to attend via certified or electronic mail by June 1.

1. Official transcripts
2. Health records
3. Proof of age
4. Host family agreement with signatures
5. Host family residency verification with signatures
6. Student contact information (i.e., the FCPS school official reserves the right to contact the foreign exchange student candidate prior to rendering a decision.)
7. Demonstrated verbal and written fluency in English
8. Documented passage of a nationally recognized English proficiency test with verification of the program sponsor

The principal will issue a written decision on or before June 10.

C. Enrollment Requirements

1. Students are expected to enroll for a complete school year. Enrollment will commence with the opening day of the FCPS school year and conclude on the last day of the school year.
2. Students wishing to enroll for only one (1) semester will be considered, if space is available. Students wishing to enroll for the first semester must follow the same guidelines for students enrolling for the entire year. Those students wanting to enroll for the second semester must have all paperwork and approvals completed by November 1 of the school year the student wishes to enroll. The principal will issue a written decision by November 10.
3. At the time of enrollment all foreign exchange students must have completed and submitted the following forms:
 - a. "Acceptance of Responsibility of a Foreign Exchange Student"
 - b. "Assignment of all School-Related Parental Rights and Responsibilities,"
 - c. "Foreign Exchange Student Responsibility"

D. Diploma Requirements

1. Students wishing to obtain a Maryland high school diploma must meet all requirements identified by the State of Maryland and Frederick County Public Schools. The student or program coordinator serving the student must obtain and complete a Credit for Diploma Evaluation form from the Counseling and Student Support office. The form must then be submitted to the coordinator of Counseling and Student Support by July 15 along with signed official transcripts of all primary and secondary education. The exchange student's home school staff will use the form to translate their credits into FCPS course credits. The coordinator of Counseling and Student Support will then review and approve credit that meets FCPS criteria for graduation.
2. Students not expecting to receive a Maryland high school diploma must sign off indicating they will not be receiving the diploma and will not participate in graduation exercises. However, foreign exchange students may request and receive an international certificate to be awarded at the graduation ceremony.

E. Student Placement

1. The school counselor will assess the foreign exchange student's official transcripts using measures such as time spent in class, grade level of course in the student's country, grade earned, rigor of course, breadth and intensity of concepts covered, and demonstrated competency. Additional information may be needed as to the student's educational background as well as possible assessment for evaluation of skill level and needs.
2. Students will be placed in age equivalent grade levels.
3. A foreign exchange student who changes host families during the school year, may continue to attend the original school of enrollment but will be required to provide his/her own transportation.

F. Exceptions

For purposes of this regulation, short-term exchanges (i.e., under 21 school days) that involve small groups of students from a foreign country are not considered foreign exchange students. Small groups of students from a foreign country may visit a particular high school under the supervision of a foreign language teacher with approval by the principal.

Approved:

Original signed by

Linda D. Burgee
Superintendent

**ACCEPTANCE OF RESPONSIBILITY OF A
FOREIGN EXCHANGE STUDENT**

I, the host person for _____, hereby accept the assignment of
Student Name (PLEASE PRINT)

all school-related parental rights and responsibilities. These rights and responsibilities include, but are not limited to:

1. Giving written authorization for access to the child's educational records.
2. Giving consent in educational and other school related matters concerning the child, including special education actions and disciplinary actions.
3. Giving consent for emergency medical treatment in the event that the child becomes ill or is injured while on school premises or under the supervision of school employees.

I further accept all responsibilities for his/her actions as they pertain to Frederick County Public Schools.

Host Person (PLEASE PRINT)

Host Person (PLEASE PRINT)

Host Person (SIGNATURE)

Host Person (SIGNATURE)

Date

Date

ASSIGNMENT OF ALL SCHOOL-RELATED PARENTAL RIGHTS AND RESPONSIBILITIES

I/we, the parents/legal guardians of _____, hereby assign all
Student Name (PLEASE PRINT)
school-related parental rights and responsibilities at _____ to
Name of School (PLEASE PRINT)

Host Person (PLEASE PRINT)

These rights and responsibilities include, but are not limited to:

1. Giving written authorization for access to the child's educational records.
2. Giving consent in educational and other school related matters concerning the child, including special education actions and disciplinary actions.
3. Giving consent for emergency medical treatment in the event that the child becomes ill or is injured while on school premises or under the supervision of school employees.

We the natural parents and/or legal guardian release the Frederick County Public Schools and all of its employees from any liability with regard to our child.

Unless revoked in writing, this assignment shall be valid for as long as the student remains enrolled in Frederick County Public Schools.

Parent or Guardian (PLEASE PRINT)

Date

Parent or Guardian (SIGNATURE)

Date

**FOREIGN EXCHANGE
STUDENT RESPONSIBILITY**

I, _____, do by agree to follow all school rules and regulations
Foreign Exchange Student (PLEASE PRINT)

of Frederick County Public Schools. I understand that I will be subject to all disciplinary policies

as they pertain to all students in Frederick County Public Schools.

Foreign Exchange Student Signature

Date

Application Checklist - to be completed by FCPS School Official

Student Name _____

Date of Birth _____

Host Family Name _____

Host Family Address _____

Host Family Phone _____

Host Family Email _____

CSIET Organization _____

- _____ Official transcripts
- _____ Health records
- _____ Proof of age
- _____ Host family agreement with required signature
- _____ Host family residency verification with required signature
- _____ Student contact information (i.e., the FCPS school official reserves the right to contact the foreign exchange student candidate prior to rendering a decision.)
- _____ Demonstrated verbal and written fluency in English
- _____ Passage of a nationally recognized English proficiency test with verification of the program sponsor

The items noted above must be completed and sent to the principal via certified mail by June 1. The principal will issue a written decision on or before June 10.

For second semester enrollment, the items noted above must be sent to the principal via certified mail by November 1. The principal will issue a written decision on or before November 10.

* * * * *

_____ Approved

_____ Denied

Signature of School Principal

Date