

SUBJECT: ADMISSION OF FOREIGN EXCHANGE STUDENTS TO THE ELMIRA CITY SCHOOL DISTRICT

Purposes

The District recognizes that its students can learn more about themselves and their communities when those students interact with individuals from other cultures and countries. In order to provide opportunities for such interaction, the District permits the enrollment of students participating in formal foreign exchange programs.

General Rules of Admission

The Superintendent is authorized to accept such students, without payment of tuition, provided that (1) such students are participating in formal foreign or international exchange programs substantially meeting the criteria set forth below, (2) such students are otherwise qualified to attend the schools of the District according to the criteria set forth below, and (3) the Superintendent determines that there is adequate space in the programs and buildings of the District.

Applications, in a form prescribed by the Superintendent, must be received by the District no later than the first day of July of the school year immediately preceding the school year in which attendance is desired. Applications will be processed on a first come, first served basis to the extent space is available. Upon admission, such students shall be expected to comply with all policies, procedures, and practices governing student enrollment and behavior.

Exchange Programs

Students will be permitted to enroll only if the student is sponsored through an organization that meets the following criteria:

1. The program must have corporate status or otherwise be organized into an entity that routinely and systematically carries out an exchange program (e.g., students will not be accepted where a family is unilaterally hosting an international student on an informal or casual basis).
2. The program must screen prospective host families by, at a minimum:
 - Requiring and reviewing written applications from prospective host families;
 - Performing criminal background checks of all prospective adult host family members;

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- Interviewing adult members of the prospective host family;
 - Checking references of adult members of the prospective host family;
 - Making announced and unannounced visits of the prospective host family's home; and
 - Inspecting the student's proposed sleeping quarters.
3. The program must screen prospective students by, at a minimum:
- Requiring all prospective students to submit a written application; and
 - Interviewing all prospective students and their parents or legal guardians.
4. The program must train and orient students by, at a minimum:
- Providing an orientation upon arrival in the United States;
 - Educating students on policies for prevention and reporting of abuse and harassment; and
 - Providing contact information, including telephone numbers for:
 - ✓ local medical, dental and mental health care services;
 - ✓ social services, including, where possible, suicide prevention, rape crisis, child protection, and law enforcement; and
 - ✓ individuals or services, both inside and outside the program, which are available 24 hours a day.
5. The program must support and protect students by, at a minimum:
- Coordinating all travel and visa requirements, including ensuring that they arrive safely at their destinations;
 - Maintaining students' emergency contact information;
 - Assigning to each student a contact who is not a member of the host family and is responsible for:
 - ✓ ensuring the physical and emotional safety of the student;
 - ✓ maintaining regular, unsupervised contact with the student; and
 - ✓ assisting in adjustment to language, customs, and school.

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- Maintaining contact with host families throughout the exchange;
- Screening all prospective volunteers and staff members who have direct and unsupervised contact with students by appropriate interviews, background checks, and reference checks;
- Having in place an abuse and harassment or youth protection policy;
- Having adequate liability insurance in place;
- Having procedures in place for responding to emergencies;
- Ensuring that hosting of students is on a voluntary basis;
- Maintaining a prescreened host family which can accept a student in an emergency; and
- Providing assistance to students with disabilities.

International Students

The student participating in exchange programs must:

- Be vaccinated according to New York State standards;
- Be between the ages of 15 and 18 at the start of the school year in which he or she enrolls;
- Agree to attend school regularly and comply with all academic expectations of the grade level attended;
- Provide a transcript (translated into English) from the school in which he or she has been enrolled in his or her home country in the last three years;
- Agree to abide by and be subject to the laws of the State of New York and the United States; and
- Carry travel insurance provided by their parents/guardians which covers accidental injury and illness, death benefits, disability/dismemberment benefits, emergency medical evacuation, emergency visitation expenses, 24-hour emergency assistance services, and legal liability.

Other Rules for Admission and Enrollment

1. If the student is in 12th grade, the student may participate in graduation exercises; however, the student will not receive a NYS diploma but rather a School Certificate of Attendance.
2. The student must be proficient in English and will not receive English Language Learner (ELL) services.

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3. A class ranking and GPA will not be computed for the student.
4. The student may participate in extra-curricular activities, including athletics, but will not be eligible to participate in driver's education.
5. The student is required to acquire and maintain a J-1 status Exchange Visitors visa (or the equivalent visa as permitted from time to time by the United States).
6. All immunization records (translated into English) must be current and presented at the time the application is received. The applicant must also present a record of a TB (PPD) skin test administered within the last twelve months.
7. Grade classification will be determined in the sole discretion of the District by considering the student's age and how many years of education the student has completed in the student's home country.
8. The District will accept a maximum of 5 foreign exchange students for any given year.

Adopted: 2/1/06

Revised: 6/17/09