

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 235
PROGRAM**

FOREIGN STUDENT EXCHANGE PROGRAM

OUTBOUND EXCHANGE STUDENTS

Carson City School District Students on Foreign Exchange

High school age youth engage in a number of education experiences sponsored by agencies that provide educational travel experience for high school students. As recognition of the educational worth of such experiences, the Carson City School District may award students who are on foreign exchange, one-quarter (1/4) credit for each 120 hours of classroom participation in the educational portion of such programs. The total credits to be awarded for the exchange experience shall not exceed one (1) credit for the four (4) years of high school.

Agencies desiring to offer foreign exchange student experiences to Carson City School District high school students may submit a proposal for credit which contains an outline of the classes and proposed course of study for the student who is seeking the credit. The proposal must be submitted to the student's high school no later than sixty (60) calendar days before the beginning of the school year during which the experience is proposed. The outline contained in the proposal shall emphasize the educational aspects of the program and specify how the student's participation will be evaluated to determine if the granting of credit is justified. Approval of the proposal will be by the high school guidance and administration departments and shall not be construed as an endorsement of or a recommendation for the proposed program.

Determination of credit being issued and such credit being placed on the student's transcript will take place when the student presents the evidence as outlined in the proposal to the guidance and administration at the Carson City School District school. The student is solely responsible for providing the evidence based on the proposal and no exceptions will be accepted in determining the issuance of credit.

INBOUND EXCHANGE STUDENTS

Number of International Exchange Students

Carson City School District will accept up to a maximum enrollment of five (5) foreign exchange students each year. Only students with J-1 Visas who are participating in a program recognized by the United States Department of State will be considered for an exchange.

Timing of Placement Process

- Foreign student exchange organizations must contact the high school to indicate an interest in placing exchange students in an upcoming school year. Advance notice of an intent to place students is required.

- A proposal for admittance of individual students must be submitted to the Registrar by July 1, but not later than August 1 of the school year during which the exchange is proposed.

REGULATION No. 235 – CONTINUED

Selecting Student Exchange Programs

- Carson City School District reserves the right to work with exchange organizations that have proved their commitment and responsiveness.
- Carson City School District requires all participating student exchange programs be recognized by the United States Department of State and be listed in the most current Council on Standards for International Educational Travel (CSIET) Advisory List (for the current list, visit www.csiet.org).

Expectations of Student Exchange Program

Carson City School District reserves the right of final approval on all student placements. Additionally, each individual student exchange program must:

- Maintain a network of qualified and trained local representatives living in or near the community, with responsibility for each student, and provide orientation and ongoing support for both the host family and the student.
- Provide continuing hands-on monitoring and responsiveness - from local representative to national headquarters - including student selection and preparation, selection and screening of host families, ongoing contact with each host family and student, and communication with the school and responsiveness to school needs.
- Receive school enrollment authorization for placements each year prior to contacting potential host families - and follow school policy on timing and requirements.
- Screen and prepare exchange students while monitoring their progress during the school year, responding to issues or problems as they develop.
- Arrange host family placements before exchange students leave their home country. Exchange students are expected to be in their host family and school placements by the first day of classes.
- Personally interview and screen all potential host families, matching student and family interests and personalities.
- In the event that tutoring/ESL help is needed, the organization will make arrangements and ensure that the student accepts financial responsibility for it.
- Provide the school with a complete student application which includes the following:
 - personal letter from the student
 - detailed information on the student and his or her natural family
 - proof that the student has sufficient language ability to function in an American classroom
 - original transcript of student's high school grades, with English translation (and this must meet school requirements) necessary medical history, including proof of immunizations as required by the District, note any medical/physical restrictions and provide proof of a recent physical exam with a clearance for foreign travel

School Expectations for Students on International Exchange

- Each exchange student must be qualified to participate in regular classes and maintain a typical schedule; this means an acceptable level of proficiency in the English language, a commitment to treat coursework as important, and the social skills required to enjoy participation in social and extra-curricular activities.
- The District appreciates the difficulty of a student's plunge into a different language/culture/institution, but exchange students are expected to attain passing grades by the end of their first semester.

REGULATION No. 235 – CONTINUED

- Exchange students will receive enrollment eligibility for one-year only.
- Exchange students must have medical and accident insurance that meets or exceeds U.S. Department of State guidelines.
- Foreign exchange students will be placed in the 11th grade and are required to take U. S. History. It is also highly recommended that the students take American Government.
- Exchange students shall not earn a diploma from Carson City School District schools.
- Exchange students shall not participate in graduation ceremonies at Carson City School District schools.
- Exchange students shall be subject to all Carson City School District regulations regarding behavior and attendance.
- Exchange students must comply with all school, Carson City School District, and NIAA regulations regarding participation in athletic and extra- curricular activities. Many athletic teams require try-outs.
- Exchange students are eligible and may participate in all senior functions such as the senior trip, prom, class rings, class pictures, etc.

Exceptions of the School

Exchange students will pay no tuition, but are expected to pay all normal expenses, including standard course and extra-curricular activity fees. The host school has no obligation to provide any special services, tutoring, supplies or equipment beyond what is offered to other students.

- Exchange students have all rights and privileges accorded to community students - EXCEPT the right to a diploma and participation in graduation ceremonies.
- The host school will make every effort to integrate international exchange students into the school's social fabric. In turn, schools shall encourage international exchange students to participate enthusiastically in school activities, to make friends, to make a personal contribution to the school, and to help spread the word about their country and themselves, informally and by making presentations in classes and to community groups and talking to media when asked.

Definition

As used herein, "Foreign exchange student" means a student:

1. Whose legal residence is not in the United States;
2. Who comes into this State to attend an educational institution for 1 school year; and
3. Who returns to his or her legal residence at the end of that school year.

Reference: NRS 483.075

Adopted: October 22, 2013