

REGULATION
Exchange Students

Descriptor Term: JQK-R(1)
Date: XXXXXX XX, 2024

The Bibb County School District ("District") recognizes the value of international study and provides rules for student participation in international student exchange programs that have been approved by the United States State Department. These approved programs must be consistent with the Council on Standards for International Educational Travel (CSIET) and District rules.

A. Definition

An international exchange student will be defined as a student who requests authorization for enrollment through an international exchange agency approved by the CSIET.

B. Procedures

1. An approved exchange program must have an office within the State of Georgia and must be registered through the District's Teaching and Learning and English to Speakers of Other Languages (ESOL) Departments.
2. Each student exchange agency must comply with the following conditions:
 - i. Provide documentation of non-profit status.
 - ii. Assume full responsibility for the student including housing, host families, and all other student needs and concerns that may arise.
 - iii. Provide evidence of legal placement of the student with the host family, including permission of parents/guardians. The host family will act as legal guardian.
 - iv. Ensure that exchange students have complete insurance coverage to address injury, illness, and catastrophic events.
 - v. Ensure students accepted for exchange programs will be involved in either a full-year program or a one-semester program.
 - vi. Provide all enrollment paperwork required by the District.
 - vii. Ensure that biographical information regarding the exchange student and the name and address of the host family is presented to school administration and the Assistant Superintendent of Teaching and Learning thirty (30) days prior to the beginning of the semester.
3. Admission of international exchange students will be coordinated by the ESOL Department who will screen the student's English proficiency before the student is enrolled in classes. Per federal and state regulations, international exchange students will be screened for English proficiency and be eligible for ESOL/Title III services if they qualify. The exchange agency is responsible for informing host families and exchange students

of this required language evaluation and should assist in scheduling the appointment with the ESOL department.

4. Completed student applications and school permission forms must be received no later than August 1 for fall semester or full year enrollment, or by October 1st for spring semester enrollment.
5. International exchange students must not be older than 18 on/by September 1st of their year of enrollment in the District.
6. Students eligible for participation as international exchange students must not have completed the final year of the high school equivalent recognized by their home country.
7. International exchange students will be placed in the 10th grade with the option to take upper-level courses based upon interests and a review of transcripts from the home country. American Literature and Composition and U.S. History are recommended courses for foreign exchange students. School counselors and Teaching and Learning/ESOL staff may recommend alternate course placement based on language evaluation results and readiness.
8. Students accepted for exchange programs may receive course credit but are not eligible to earn a high school diploma and do not participate in graduation ceremonies.
9. International exchange students that are not present on the first day of the semester(s) enrolled will be subject to being withdrawn from the program.
10. Agencies that have orientation programs that delay enrollment should seek approval from the school principal in advance.
11. International exchange students must maintain acceptable attendance and behavior as well as maintain a "C" average in all their assigned classes.
12. All provisions of policies set forth in the student code of conduct are applicable to exchange students seeking admission.
13. The District reserves the right to limit the number of international exchange students placed in high schools and to determine the criteria for exchange student admittance.

14. The District also reserves the right to refuse exchange students based on their English proficiency scores, academic records, essays, or recommendations.
15. Agency representatives should contact the Teaching and Learning Department before applications are accepted. Agency representatives should limit their contact to the Teaching and Learning Department/ESOL program, and refrain from contacting local schools directly.
16. Individual student exchange agencies may place no more than four (4) foreign exchange students per school, numbers permitting, and the principal agrees.
17. The failure of an exchange agency to abide by these procedures can result in a review of the agency's privilege of placing students in the District.
18. District officials are not authorized to sign United States Immigration Form I-20 or other forms pertaining to non-resident foreign students which are used by non-resident aliens to obtain a visa.
19. If an exchange student wishes to participate in interscholastic athletics while enrolled in the District, an official copy of the student's transcript must be provided for all years of secondary education. Exchange students must also meet the eligibility requirements as established by the Georgia High School Athletic Association.
20. Should an exchange student need to be removed from the initial host family, it is the responsibility of the exchange agency to notify the current school principal and the Assistant Superintendent of Teaching and Learning prior to the change. The District will coordinate with the exchange agency regarding the student's eligibility to continue enrollment in the District in accordance with applicable District policies and regulations.
21. Failure of an exchange program to abide by these procedures can result in a review of the agency's privilege of placing students in the District. This privilege may be revoked.