

239-AR FOREIGN EXCHANGE STUDENTS

I. Definitions

- A. **Sponsoring Organizations** – a body formed and authorized by law to act in accordance with established guidelines relative to the placement, sponsorship, and responsibility for participating students.
- B. **Host Parent(s)** – resident(s) of the Muhlenberg School District who has (have) agreed to act as a guardian(s) for the foreign exchange student.
- C. **Approved Placement Organization** – an established sponsoring agency that has made previous foreign exchange student placements in District schools, with local representatives who serve as liaisons providing necessary support to host parent(s) and the school administration when necessary.
- D. **J-1 Visa** – Visa issued for exchange student visitors.
- E. **F-1 Visa** – Visa issued for an academic student eligible for enrollment.

II. Approved Sponsoring Organizations

- A. All approved sponsoring organizations requesting the placement of students in the Muhlenberg School District are required to maintain a satisfactory rating by the **CSIET Advisory List**.
- B. The sponsoring organization and/or host family must file a written request with the building administration for the waiver of tuition for the upcoming school year.
- C. New sponsoring organizations' regional and area representatives are required to arrange a personal meeting with the building administration prior to any placements.
- D. The sponsoring organizations are required to submit local reference lists and a list of host family responsibilities, student responsibilities, and student-family responsibilities prior to any placement.

III. Documentation

The sponsoring organization and/or host parent(s) shall submit copies of the following documents/information to the building administration:

- A. A copy of the exchange student's application to the sponsoring organization.
- B. A personal statement from the host parent(s) indicating their agreement to assume responsibility for the exchange student during the term of the student's program.
- C. The academic record of the exchange student.
- D. A certificate of health and documents verifying required vaccinations and immunizations.
- E. Evidence of **F-1** visa status.

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IV. Enrollment Guidelines

- A. Each approved exchange program is limited to the placement of one (1) student per year.
- B. A maximum of four (4) exchange students will be allowed to enroll in any one school year.

V. Student Requirements

- A. All exchange students considered for placement in the District must be in the age range of sixteen (16) to nineteen (19) years of age and eligible for student visa status.
- B. The students must be at a minimum grade level equivalent of grade 11 at Muhlenberg.
- C. The placement agency will be required to provide tutorial services for students placed in the District who are determined to be English deficient. The organization will cover all costs for the tutorial services.
- D. Students who have completed a secondary education program in their own country are ineligible for enrollment.
- E. Students enrolling at Muhlenberg must be proficient in English. The District reserves the right to withdraw an offer of enrollment upon misrepresentation of the student's English proficiency.

VI. Approval Process

- A. The building administrator(s) will monitor all requests for consideration of placement of exchange students in the District.
- B. Upon satisfactory completion of all requirements, the building administrator(s) will forward all requests for placement to the Superintendent on a timely basis for consideration by the Board of Education for final approval.
- C. The Muhlenberg School District reserves the right to reject any and all applications for admission of foreign exchange students.
- D. The District reserves the right to terminate the enrollment of any exchange student at any point in the school year on the grounds of any of the following:
 - 1. Misrepresentation of information.
 - 2. Misconduct – Muhlenberg Behavioral Code.
 - 3. Civil or criminal misconduct.
 - 4. Lack of academic progress/access.