

**FOREIGN & EXCHANGE STUDENTS & TRACKING FOREIGN EXCHANGE  
STUDENTS & VISITORS**

**A. STATEMENT OF PHILOSOPHY:**

Mountain Home School District (MHSD) believes there are benefits to students, schools, and to the community in general when foreign exchange students are allowed to attend the public schools. Therefore, it is the intent of the guidelines established, herein, that foreign exchange students be permitted, under certain conditions, to enroll at Mountain Home High School (MHHS). The superintendent, or designee, must approve any exceptions to these guidelines. Each organization will submit a letter of intent to place students at Mountain Home High School with the principal of Mountain Home High School, or designee, by May 1 of the year of placement.

In compliance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, MHSD will cooperate with the Bureau of Citizenship and Immigration Service (BCIS) in tracking foreign student and foreign exchange visitors, and, when required, will collect fees.

**B. DEFINITIONS**

“Foreign student” or “F-1 visa holder” means an alien having a residence in a foreign country which (s)he has no intention of abandoning, who is a bona fide student qualified to pursue a full course of study and who seeks to enter the United States temporarily and solely for the purpose of pursuing such a course of study at an established academic high school particularly designated by him or her and approved by the Attorney General after consultation with the Secretary of Education

“Foreign exchange visitor” or “J-1 visa holder” means an alien having a residence in a foreign country which (s)he has no intention of abandoning who is a bona fide student, scholar, trainee, teacher, professor, research assistant, specialist, or leader in a field of specialized knowledge or skill, or other person of similar description, who is coming temporarily to the United States as a participant in a program designated by the Department of State, Bureau of Consular Affairs, for the purpose of teaching, instructing or lecturing, studying, observing, conducting research, consulting, demonstrating special skills, or receiving training. The terms “Foreign exchange visitor” or “J-1 visa holder” also include the spouse and minor children of any such alien if accompanying him or her or following to him or her.

**C. AVERAGE DAILY ATTENDANCE**

Foreign students, pursuant to their “F-1 visa” status, will not be counted for the purpose of determining average daily attendance and will be required to reimburse the district for the costs of tuition.

Pursuant to their “J-1 visa” status, foreign exchange visitors will be counted for the purpose of determining average daily attendance and are not required to reimburse the district for the costs of tuition.

**D. GUIDELINES:**

1. Approval will be made only for those students who are sponsored by exchange organizations that have Teenager Exchange Visitor Programs designation as listed by the United States Information Agency and/or the Council on Standards for International Educational Travel (CSIET) and are in full compliance with the regulations of the Student Exchange and Visitor Information System (SEVIS) of the Department of Homeland Security (8 CFR, Sec. 214.2(f)).
2. A foreign exchange student is defined as a student from a foreign country studying in the United States under the sponsorship of an exchange organization, which complies with the Department of Homeland Security’s CSIET and SEVIS requirements. Approval will be made only for those students who are sponsored by exchange organizations, which have also been approved by the National Association of Secondary School Principals. The organization must have a local sponsor.
3. Each organization will have the privilege of placing at least one (1) student at Mountain Home High School up to the intended maximum of one (1) foreign exchange student per two-hundred and fifty (250) regular students enrolled. Organizations must submit all requests for placement in writing.
4. A ratio of one (1) foreign exchange student to two-hundred and fifty (250) regular students will be used to determine the number of students placed. The principal of Mountain Home High School, or designee, and the school district superintendent, or designee, must approve any exception to this standard.

**E. CONDITIONS OF ENROLLMENT FOR FOREIGN EXCHANGE AND/OR FOREIGN STUDENTS:**

1. Each organization will submit a letter of intent to place students at Mountain Home High School with the principal of Mountain Home High School, or designee, by May 1 of the year of placement.

Sponsors and/or organizations who do not consistently screen and monitor foreign exchange students and host families may lose the privilege of placing students in Mountain Home School District No. 193.

2. The foreign student or the exchange organization with which the foreign student is registered must reimburse the district for the full-unsubsidized cost of his or her enrollment at Mountain Home High School. Enrollment may not exceed one (1) year.

3. Mountain Home School District reserves the right to deny admittance to any foreign student or foreign student program.
4. Any organization that has submitted a letter of intent by May 1 is eligible to place foreign exchange students at Mountain Home High School.
5. Selection will be based on the degree to which the organization will be required to provide or prove the following information:
  - a. Has full listing in the most current U.S. information Agency or CSIET Advisory List;
  - b. Is identified as a not-for-profit organization;
  - c. Has an active local organization with non-paid volunteers;
  - d. Provides local orientation for host families and students;
  - e. Has a record of support for the students and assistance to the schools with their program; and
6. Each organization that has been approved shall notify the appropriate school, no later than the day of school registration, of the following:
  - a. The name, country, grade level, and date of birth of the exchange student;
  - b. The name, address, and phone number of the host family who must live in the attendance area of the school in which placement is requested; and
  - c. The high school authorization forms from the exchange organization.
  - d. The sponsoring organizations must provide the district with the same information regarding the foreign student as is required for resident students.
7. Organizations shall have the responsibility to contact principals or designees for information about remaining openings between May 1 and June 1.
8. After approval by Mountain Home High School, the principal or designee, and no later than the date of school registration in each year, each organization will submit to the school:
  - a. Names of candidates and host families;
  - b. Name and address of the local representative for the organization;
  - c. An English-translated transcript for each candidate, indication grade placement;
  - d. Previous coursework;
  - e. A record of medical history, including a recent physical exam with proof of required immunizations and any medical/physical limitations; and
  - f. A record of English proficiency. Record of English proficiency is defined as: (1) a transcript verifying attendance at a school where all classes are taught in English; (2) Written evidence that the student attained a score of 450 or better on the Test of English as a Foreign Language (TOEFL), or a score of 39-44 on the Secondary Level English Proficiency Test (SLEP); or (3) Other verification of English competency approved by school officials.

9. Counselors will enroll approved foreign exchange students in seven (7) classes each semester.
10. Foreign exchange students who are attending school for only the second semester must have the above requested information submitted (10) ten days prior to the opening of second semester. The ratio of one (1) foreign exchange student per two-hundred and fifty (250) regular students enrolled will determine the placement of these students.
11. Foreign exchange students will be entered only at the beginning of a semester, and enrollment will be for no less than a semester and no more than two (2) consecutive semesters. These students should not expect to receive any free services from the District, i.e., yearbooks, activity cards, lunches, etc.
12. Foreign students will be required to follow all of the rules, regulations, and policies, of the district and pay the same fees as required of resident students.
13. Foreign exchange students are expected to participate in classes as regular high school students. Foreign exchange students will not be enrolled on a non-credit or audit basis. They are required to take the examinations and do the work required by the teachers of the classes in which they are enrolled. This includes complying with the school district's attendance and discipline policies.
14. If a foreign exchange student has graduated from high school in his/her native country or is a member of the senior class, completes a minimum of one (1) semester at Mountain Home High School, and passes all the classes assigned, (s)he will receive a Certificate of Attendance. This certificate will not admit a student to an American college or university. Students receiving a Certificate of Attendance may take part in graduation ceremonies with other students.
15. If a foreign exchange student wishes to receive a regular diploma from Mountain Home High School, (s)he must complete all graduation requirements of Mountain Home School District No. 193. This includes submission of an official transcript of credits already completed. The translated transcript from the home country will be evaluated along with classes taken here in the United States to determine whether all the graduation requirements have been met.
16. Foreign exchange students who do not meet all the graduation requirements of Mountain Home School District No. 193 shall not be entitled to a high school diploma or be eligible to participate in graduation ceremonies unless they have fulfilled all District requirements.
17. Foreign students who complete their senior year at Mountain Home High School will be eligible for an "honorary high school diploma" and may participate in the end of the year graduation and ceremonies.

18. Sponsors and/or organizations who do not consistently screen and monitor foreign exchange students and host families may lose the privilege of placing students at Mountain Home High School.
19. After a four (4) to five (5) week adjustment period, the school will notify the host family and/or sponsor if a foreign exchange student is not achieving and has not reached acceptable proficiency in English.

It will be the responsibility of the sponsoring organization to provide tutors and/or whatever necessary assistance is required to help the foreign exchange student meet acceptable standards. If this cannot be accomplished, it is quite possible that the foreign exchange student may need to be relocated.

20. No later than the date of school registration in each school year, the school must be informed of the names of the foreign exchange students being enrolled and their host family.

**F. TIME-LINE:**

May 1 – May 31      Each organization may be allowed to place one (1) student at Mountain Home High School up to the intended maximum of one (1) foreign exchange student per two-hundred and fifty (250) regular students enrolled.

Names in addition to the one (1) allowable will be apportioned equally from each submitting organization up to the intended maximum of one (1) foreign exchange student per two-hundred and fifty (250) regular students enrolled.

After June 1      Placement of foreign exchange students will be on a first come, first serve basis up to the intended maximum of one (1) foreign exchange student per two-hundred and fifty (250) regular students enrolled.

ALL REQUESTS FOR PLACEMENT MUST BE SUBMITTED IN WRITING TO THE PRINCIPAL OF MOUNTAIN HOME HIGH SCHOOL OR DESIGNEE.

**G. COLLECTING INFORMATION – Form I-20 and SEVIS automated system**

In compliance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, this school district will cooperate with the Immigration and Naturalization Service (INS) in tracking foreign students and foreign exchange visitors by ensuring that only students who are sponsored by exchange organizations that have Teenager Exchange Visitor Programs designation as listed by the United States Information Agency and/or the Council on Standards for International Educational Travel (CSIET) and are in full compliance with the regulations of the Student Exchange and Visitor Information System

(SEVIS) of the Department of Homeland Security (8 CFR, Sec. 214.2(f)) are allowed to enroll in the school district.

This authorized exchange organization is responsible to collect and forward to the BCIS (Bureau of Citizenship and Immigration Service), via the SEVIS (Students Exchange and visitor Information system) Department of Homeland Security automated system, and within the required timeframes and format, the following information regarding each foreign student or foreign exchange visitor enrolled in the district:

1. Identity and current address;
2. Start date of the student's next semester's;
3. Nonimmigrant classification, date of visa issuance, and date of extension or change of status;
4. Student's failure to enroll, or complete the educational program;
5. Current academic status, including whether the student is maintaining full-time status, or, in the case of an exchange visitor, whether the student is satisfying their terms and conditions of the exchange program;
6. Any change of the student's legal name or address;
7. Any disciplinary action taken by the district as a result of a criminal conviction of the student, or, in the case of an exchange visitor, and any change in J program participation as a result of the alien's conviction of a crime.
8. Date of early graduation, if applicable.



**LEGAL REFERENCE:**

Idaho Code Section 33-506(1) – Organization & Government of Board of Trustees  
Idaho Code Section, 33-1001 – Foundation Program – State Aid – Apportionment  
IDAPA 08.02.03.105.03  
Illegal Immigration Reform and Immigrant Responsibility Act of 1996  
Immigration and Nationality Act  
8 CFR Sections 103, 214(a), 214.2(f), 214.3(f)(g), 214.12, 248, 274(a)  
AYUSA Global Youth Exchange and SEVIS Binder

(NOTE: Originally adopted as a Non-Policy Procedure: March 1, 2001; Revised: April 9, 2007; Revised: October 3, 2011)

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