

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

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40 **C. AVERAGE DAILY ATTENDANCE**

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

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

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50 **D. GUIDELINES:**

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52 1. Approval will be made only for those students who are sponsored by exchange
53 organizations that have Teenager Exchange Visitor Programs designation as listed by
54 the United States Information Agency and/or the Council on Standards for International
55 Educational Travel (CSIET) and are in full compliance with the regulations of the
56 Student Exchange and Visitor Information System (SEVIS) of the Department of
57 Homeland Security (8 CFR, Sec. 214.2(f)).
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- 59 2. A foreign exchange student is defined as a student from a foreign country studying in
60 the United States under the sponsorship of an exchange organization, which complies
61 with the Department of Homeland Security’s CSIET and SEVIS requirements.
62 Approval will be made only for those students who are sponsored by exchange
63 organizations, which have also been approved by the National Association of
64 Secondary School Principals. The organization must have a local sponsor.
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- 66 3. Each organization will have the privilege of placing at least one (1) student at Mountain
67 Home High School up to the intended maximum of one (1) foreign exchange student
68 per ~~one two-hundred and fifty (100 250)~~ regular students enrolled. Organizations must
69 submit all requests for placement in writing.
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- 71 4. A ratio of one (1) foreign exchange student to ~~one two-hundred and fifty (100 250)~~
72 regular students will be used to determine the number of students placed. The principal
73 of Mountain Home High School, or designee, and the school district superintendent, or
74 designee, must approve any exception to this standard.
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76 **E. CONDITIONS OF ENROLLMENT FOR FOREIGN EXCHANGE STUDENTS**
77 **AND/OR FOREIGN EXCHANGE VISITORS:**

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- 79 **1. Any foreign student sponsoring organization wishing to place a foreign student in**
80 **this district must submit an application and gain approval prior to the placement**
81 **of the student.**

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83 Each organization will submit a letter of intent to place students at Mountain Home
84 High School with the principal of Mountain Home High School, or designee, by May
85 1 of the year of placement.

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

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2. **Foreign exchange visitors must be at least fifteen (15) years old, but not more than eighteen (18) years and six (6) months of age as of the program start date, or not have finished more than eleven (11) years of primary and secondary school, not including kindergarten; and not have previously participated in a secondary school student academic year or semester exchange program or attended school in the United States in either F-1 or J-1 status.**
3. 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.
4. Mountain Home School District reserves the right to deny admittance to any foreign student or foreign student program.
5. Any organization that has submitted a letter of intent by May 1 is eligible to place foreign exchange students at Mountain Home High School.
6. 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
7. Each organization that has been approved shall notify the appropriate school, no later than the day of school registration, of the following:

- 121
- 122 a. The name, country, grade level, and date of birth of the exchange student;
- 123 b. The name, address, and phone number of the host family who must live in the
- 124 attendance area of the school in which placement is requested; and
- 125 c. The high school authorization forms from the exchange organization.
- 126 d. The sponsoring organizations must provide the district with the same information
- 127 regarding the foreign student as is required for resident students.
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- 129 8. Organizations shall have the responsibility to contact principals or designees for
- 130 information about remaining openings between May 1 and June 1.
- 131
- 132 9. After approval by Mountain Home High School, the principal or designee, and no later
- 133 than the date of school registration in each year, each organization will submit to the
- 134 school:
- 135
- 136 a. Names of candidates and host families;
- 137 b. Name and address of the local representative for the organization;
- 138 c. An English-translated transcript for each candidate, indication grade placement;
- 139 d. Previous coursework;
- 140 e. A record of medical history, including a recent physical exam with proof of
- 141 required immunizations and any medical/physical limitations; and
- 142 f. A record of English proficiency. Record of English proficiency is defined as: (1) a
- 143 transcript verifying attendance at a school where all classes are taught in English;
- 144 (2) Written evidence that the student attained a score of 450 or better on the Test of
- 145 English as a Foreign Language (TOEFL), or a score of 39-44 on the Secondary
- 146 Level English Proficiency Test (SLEP); or (3) Other verification of English
- 147 competency approved by school officials.
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- 149 10. Counselors will enroll approved foreign exchange students in seven (7) classes each
- 150 semester.
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- 152 11. Foreign exchange students who are attending school for only the second semester must
153 have the above requested information submitted (10) ten days prior to the opening of
154 second semester. The ratio of one (1) foreign exchange student per ~~one two-hundred~~
155 ~~and fifty~~ (100 250) regular students enrolled will determine the placement of these
156 students.
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- 158 12. Foreign exchange students will be entered only at the beginning of a semester, and
159 enrollment will be for no less than a semester and no more than two (2) consecutive
160 semesters. These students should not expect to receive any free services from the
161 District, i.e., yearbooks, activity cards, lunches, etc.
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- 163 13. Foreign students will be required to follow all of the rules, regulations, and policies, of
164 the district and pay the same fees as required of resident students.
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- 166 14. Foreign exchange students are expected to participate in classes as regular high school
167 students. Foreign exchange students will not be enrolled on a non-credit or audit basis.
168 They are required to take the examinations and do the work required by the teachers of
169 the classes in which they are enrolled. This includes complying with the school
170 district's attendance and discipline policies.
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- 172 15. If a foreign exchange student has graduated from high school in his/her native country
173 or is a member of the senior class, completes a minimum of one (1) semester at
174 Mountain Home High School, and passes all the classes assigned, (s)he will receive a
175 Certificate of Attendance. This certificate will not admit a student to an American
176 college or university. Students receiving a Certificate of Attendance may take part in
177 graduation ceremonies with other students.
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- 179 16. If a foreign exchange student wishes to receive a regular diploma from Mountain Home
180 High School, (s)he must complete all graduation requirements of Mountain Home
181 School District No. 193. This includes submission of an official transcript of credits
182 already completed. The translated transcript from the home country will be evaluated

183 along with classes taken here in the United States to determine whether all the
184 graduation requirements have been met.

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186 17. Foreign exchange students who do not meet all the graduation requirements of
187 Mountain Home School District No. 193 shall not be entitled to a high school diploma
188 or be eligible to participate in graduation ceremonies unless they have fulfilled all
189 District requirements.

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191 18. Foreign students who complete their senior year at Mountain Home High School will
192 be eligible for an “high school diploma” and may participate in the end of the year
193 graduation and ceremonies.

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195 19. ~~Sponsors and/or organizations who do not consistently screen and monitor foreign~~
196 ~~exchange students and host families may lose the privilege of placing students at~~
197 ~~Mountain Home High School.~~

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199 20. After a four (4) to five (5) week adjustment period, the school will notify the host family
200 and/or sponsor if a foreign exchange student is not achieving and has not reached
201 acceptable proficiency in English.

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

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

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212 **F. TIME-LINE:**

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244 This authorized exchange organization is responsible to collect and forward to the BCIS
245 (Bureau of Citizenship and Immigration Service), via the SEVIS (Students Exchange and
246 visitor Information system) Department of Homeland Security automated system, and
247 within the required timeframes and format, the following information regarding each
248 foreign student or foreign exchange visitor enrolled in the district:
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- 250 1. Identity and current address;
- 251 2. Start date of the student’s next semester’s;
- 252 3. Nonimmigrant classification, date of visa issuance, and date of extension or change of
253 status;
- 254 4. Student’s failure to enroll, or complete the educational program;
- 255 5. Current academic status, including whether the student is maintaining full-time status,
256 or, in the case of an exchange visitor, whether the student is satisfying their terms and
257 conditions of the exchange program;
- 258 6. Any change of the student’s legal name or address;
- 259 7. Any disciplinary action taken by the district as a result of a criminal conviction of the
260 student, or, in the case of an exchange visitor, and any change in J program participation
261 as a result of the alien’s conviction of a crime.
- 262 8. Date of early graduation, if applicable.



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LEGAL REFERENCE:

- 267 Idaho Code Section 33-506(1) – Organization & Government of Board of Trustees
- 268 Idaho Code Section, 33-1001 – Foundation Program – State Aid – Apportionment
- 269 IDAPA 08.02.03.105.08
- 270 Illegal Immigration Reform and Immigrant Responsibility Act of 1996
- 271 Immigration and Nationality Act, 8 U.S.C. Sections 1101(a)(15)(F)(i)
- 272 22 CFR Part 62 – Exchange Visitor Program
- 273 CFR Sections 103, 214(a), 214.2(f), 214.3(f)(g), 214.12, 248, 274(a)
- 274 AYUSA Global Youth Exchange and SEVIS Binder

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276 **ADOPTED:** As policy June 20, 2017(**NOTE:** Originally adopted as a Non-Policy Procedure: March 1, 2001;

277 Revised: April 9, 2007; Revised: October 3, 2011)

278 Revised:

REVISE