Amador COE and USD
Administrative Regulation
International Exchange

AR 6145.6
Instruction

GUIDELINES AND PROCEDURES FOR ADMISSION

The following requirements shall apply for admission to a District program:

1. The Superintendent or designee must approve the assignment of all foreign exchange students applying for admission to a District program for grades 9 through 12.

2. To prevent overcrowding, the District will accept the enrollment of no more than four foreign exchange students at one time during each school year. Any exception to this standard must be approved by the Superintendent or designee.

3. Fully completed applications must be presented to the school office no later than May 15 in the preceding school year.
   a. Foreign exchange students will begin enrollment only at the beginning of the school year.

4. To enroll in the District, a foreign exchange student must be participating in an exchange program registered with the California Attorney General’s Office, designated by the U.S. Department of State and accepted for listing on the Council for Standards for International Educational Travel Programs (CSIET) Advisory List.

5. Foreign exchange students with or seeking an F-1 visa designation shall not be admitted to a District program. An “F-1 visa” is defined as a non-immigrant visa category intended for use by a non-resident alien whose primary purpose for visiting the United States is to study at an academic school.

6. The District shall not incur any financial obligations for admitting a foreign exchange student in a District program.

7. The organization sponsoring the foreign exchange student must provide the following information to the Superintendent or designee before a foreign exchange student will be admitted:
   a. The selection process used by the organization to determine who qualifies as a foreign exchange student.
   b. The selection process used by the organization to determine who qualifies as a foreign exchange student.
exchange area representative.

c. The selection process used by the organization to determine an appropriate American host family and the method in which the organization monitors the host family’s continuing acceptability.

d. Copies of all applications and related documents submitted by the foreign exchange student and his or her host family to the organization, including but not limited to the following:

i. A valid English version of the foreign exchange student’s transcript indicating his or her grade placement and previous coursework. The transcript must be sufficiently clear to allow the high school guidance department to determine the appropriate grade level placement and coursework for the student.

ii. Written verification of adequate English proficiency as evidenced by an acceptable score on a nationally recognized test of English proficiency, such as the Secondary Level English Proficiency (SLEP) test or the Test of English as a Foreign Language ™ (TOEFL). The Superintendent or designee shall determine whether the foreign exchange student demonstrates adequate English proficiency to enable him or her to function in an English-speaking environment.

iii. Written evidence that the foreign exchange student has received current and complete immunizations as required by California law.

vi. An agreement by the foreign exchange student, host family, and the organization sponsoring the foreign exchange student that the District will determine the courses in which the student will be enrolled.

iv. An agreement by the foreign exchange student and the organization sponsoring the foreign exchange student that:

   (1) The District will not grant a high school diploma to the foreign exchange student unless the student has satisfactorily completed all of the District’s graduation requirements. At the discretion of the principal or designee, a foreign exchange student who is not eligible for a regular high school diploma may receive an honorary diploma, provided the student has completed at least one semester of full-time enrollment and has achieved at least a 2.0 grade point average.

   (2) Transcripts for coursework completed at ACUSD/ACOE will be released upon request by the foreign exchange student.

8. The school registrar and counselor shall participate in a conference with the foreign exchange student’s host family prior to finalizing the student’s enrollment in a
District program.

9. The student shall not be a high school graduate in his or her native country.

10. The student shall apply for admission for a full school year.

11. The District recommends that upon enrollment in a District program, the foreign exchange student be at least 15 years of age and not older than 18 years of age.

12. The foreign exchange student must arrive in time and be prepared to attend classes beginning the first day of the school year which he or she is enrolled. In order to earn credits, the foreign exchange student must complete the entire semester or school year for which he or she applied and was granted admission by the District. No extensions will be granted.

13. Failure of an organization sponsoring a foreign exchange student, the area representative, and/or the host family to adhere to the requirements of this policy may result in suspension of placement privileges for one or more years.

Athletics

International exchange students shall be eligible for participation in interscholastic sports in accordance with state bylaws of the California Interscholastic Federation as well as applicable section bylaws.

(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Legal References
EDUCATION CODE
35160 Authority of governing board
35160.1 Broad authority of school districts
51225.3 Requirements for graduation
51225.5 Honorary diplomas; foreign exchange students
GOVERNMENT CODE
12620-12630 International Student Exchange Visitor Placement Organizations
UNITED STATES CODE, TITLE 8
1184 Foreign students
CODE OF FEDERAL REGULATIONS, TITLE 22
62.25 Secondary school students
Foreign Exchange Student Information Form

- At the time of admission to Amador County Public Schools, the exchange student must be at least 15 years old but not older than 18 years of age. Exchange students are expected to be more academically prepared, capable/independent, and mature. Exchange students who meet this criteria are more likely to be successful both academically and socially.

***English Proficiency in writing, reading and conversation is necessary for a safe and successful experience.

- All foreign exchange students will be required to submit, along with their application, results of the ELTiS Exam (English Language Test for International Students), administered prior to enrollment by the foreign exchange organization. Alternate exams measuring English proficiency may be approved by the Superintendent or designee. Students must score a minimum of 220 on the ELTiS for acceptance.

- Students shall be considered for acceptance and enrolled on a space available basis, subject to class sizes. Students will be required to enroll in English 11 or English 12, US History and US Government. Additionally, students shall enroll in a full schedule (8 courses) and maintain passing grades in all subject areas as well as satisfactory discipline and attendance records.

- Foreign exchange students will be considered 11th or 12th grade students, but are not eligible to receive a California High School diploma.

Before a foreign exchange student is considered for admission, the following must be submitted to the school office in which they desire to attend:

*Amador County Unified School District Foreign Exchange Application
*Host Family Information form
*Official school transcript from his/her country
*Immunization record
*Proof of English proficiency

***Application forms must be completed in full by the exchange program by May 15th.

Foreign exchange students will be accepted based on the following criteria:

- Screening for solid academic background and English proficiency.
- Considering success of past foreign exchange organizations and host families, including the support those programs provided to the exchange student, host family and the school.

Admissions decisions will be released to agencies by June 1.
HOST FAMILY INFORMATION  
(to be completed by host family)

Foreign Exchange Student’s Name

____________________________________________________

Host Parents’ Names

______________________________________________________________

Address ________________________________ City & Zip Code _____________________

Home Phone _______________ Cell Phone __________________ Work Phone ____________

Names, ages, grade and schools of host family children:

Name                Age                   Grade Level            School

1)___________________________________________________________________________

2)___________________________________________________________________________

I have willingly accepted this foreign exchange student into my home without any cost to
him/her, his/her family or exchange program and will provide free room and board, including the cost of school meals and activities.

☐ Yes ☐ No

The student is expected to remain with my family for the duration of his/her program.

☐ Yes ☐ No

I have received advanced orientation concerning information on family/school life, customs, religion and other information regarding the student’s native country from the foreign exchange organization.

☐ Yes ☐ No

I have read the Amador County Public Schools Foreign Exchange Student Information Form and understand what is expected and required of my student.

☐ Yes ☐ No

I have received guidance and support from my student’s organization and have a contact name and phone number to call when I have questions about my student’s program and overall well-being.

☐ Yes ☐ No

Name of Organization ____________________________________________

Contact Name and Phone Number __________________________________
Foreign Exchange Student Enrollment Application
(to be completed by the foreign exchange program sponsor/organization)

Name of foreign exchange organization ________________________________
Contact person ________________________________________________
Direct phone number for contact ____________________________________
Name of exchange student _________________________________________
Nationality/Country ______________________________________________
Age _____________________________________________________________
Foreign Address for exchange student _______________________________
Last School Attended _____________________________________________
  • Grade levels completed at this school ______________________________
  • Letter of recommendation required from this school’s personnel ___Yes ___No
  • ELTiS results attached ___Yes ___No
  • Written documentation is attached showing that our exchange program is registered with the United States Department of State and complies with the current regulations regarding “criteria for teenage exchange visitor programs”. ___Yes ___No

Notes from the organization:

Regulation    AMADOR COUNTY UNIFIED SCHOOL DISTRICT
approved:    April 6, 2022    Jackson, California