

## **INTERNATIONAL EXCHANGE STUDENTS: 3142P**

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The following procedures govern the admission of non-immigrant exchange students to the Federal Way Public Schools.

This process and these guidelines are applicable to non-immigrant students requesting to enroll in one of the Federal Way schools either under the sponsorship of an approved foreign exchange organization or through an exchange program directly supported by the District. Requirements for foreign exchange organization approval are listed on the following pages.

Each foreign exchange students enrolling in the District must have either an F-1 or a J-1 student visa. No non-immigrant exchange student will be admitted to the District without first obtaining approval and obtaining the proper visa.. All required documentation must be filed with the District prior to being admitted as a student and enrolling in classes, between April 1 and June 15 for the student to be eligible for placement in the following school year. Both year-long and semester placements must commence in September of the placement year. No second semester placement is available.

- A. Foreign exchange organizations wishing to place students in Federal Way schools must be approved by the Council on Standards for International Education Travel (CSIET), and the U.S. Department of State and registered with the Office of the Secretary of State of Washington State. In addition, organizations must receive written approval from the District for placing students in District schools prior to submitting an application for acceptance of a foreign exchange student.
- B. Each year the District will review and evaluate foreign exchange organizations desiring to place students in the Federal Way Public Schools. To be considered for approval the organization will provide the District with the following data:
  1. The organization's most recent brochure describing its programs;
  2. Evidence of health, accident and bonding insurance;
  3. Name, address and telephone number of the organization's local representative for the Federal Way area;
  4. A minimum of two (preferably local) host family references, including names, addresses, and phone numbers.
  5. Evidence of the organization's current affiliation with the Council on Standards for International Education Travel (CSIET) & registration with the Secretary of State of Washington.

The U.S. Citizenship & Immigration Services (USCIS) and the U.S. Department of State will be notified whenever a sponsoring organization does not comply with the District's policies governing the admittance of foreign exchange students.

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If, in the judgment of the school district, a sponsoring organization did not meet these responsibilities, they will be denied the opportunity to place a student in any of the District's schools until such time as the difficulties have been resolved to the District's satisfaction.

Organizations responsible for students who are determined to be deficient in English language proficiency or academic ability after enrollment will be required to:

- A. Terminate the student's placement; or
- B. Provide, and pay for, tutorial help until the student reaches proficiency, as determined by the Federal Way Public Schools.

Any special requirements (health or welfare) needed by the non-immigrant exchange student will not be the responsibility of the Federal Way Public Schools.

### Participation in Senior Events

Exchange students who would be classified as seniors in their homeland are to be invited and allowed to participate in traditional "senior" class activities and classified as "seniors" during their participation in the exchange.

Exchange students are to be invited and allowed to participate in the graduation exercises with the graduating class in the year in which they participate in the exchange, whether or not they will be receiving a diploma from the District. Those who do not meet graduation requirements, shall be given a Certificate of Attendance in lieu of a diploma, which shall be so designated on the graduation program.

### **J-1 Student**

- A. The J-1 exchange student may not have already received a high school diploma or equivalent, and must reside with a host family or sponsoring family approved by the sponsoring exchange program while in attendance at Federal Way schools.
- B. The student shall have English language competence and the academic ability to effectively participate in the regular programs of the Federal Way Public Schools. Acceptable documentation of the student's language proficiency may be a satisfactory test score on a test of English language proficiency as measured by the Test of English as a Foreign Language (TOEFL) or Secondary Limited English Proficiency (SLEP), or equivalent as determined by the Student Placement Office. The test results shall be provided to the District prior to the student's acceptance.
- C. A transcript in English of the student's grades is needed for evaluation prior to acceptance and enrolling in classes.

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- D. It is not the District's responsibility to provide any form of special tutorial help in English proficiency, academic assistance, or financial assistance.
- E. An immunization record and a student health report completed by a physician in the student's resident country translated into English shall be required and must be in compliance with Washington State requirements.
- F. Verification of adequate medical coverage, both health and accident, shall be required.
- G. The prospective student shall submit a letter and a completed application with the reason for applying for study in the United States as well as letters of recommendation from the student's school principal and English teacher.
- H. Foreign exchange students may not be financially compensated for work performed for the Federal Way Public Schools in accordance with immigration requirements.

The District will review all documentation presented and make a determination as to the acceptance of the foreign exchange student. Sponsoring organizations or students that are working directly with the District will be notified no later than June 30 regarding the acceptance or denial of submitted enrollment applications. Exceptions may be made to this date, but in no case should prospective students make definite plans prior to receiving written notification of acceptance.

The District may limit the number of foreign exchange students admitted based on projected enrollment at its schools.

A student who has been admitted into the United States to attend a specified school other than a school in Federal Way, and wishes to apply for a transfer to the Federal Way Public Schools must meet all requirements and timelines set by the U.S. Department of State, the U.S. Citizenship & Immigration Services (USCIS) and the Federal Way Public Schools policy and procedure.

**F-1 Students**

- A. The non-immigrant exchange student may not have already received a high school diploma or equivalent, and must reside with a host family or sponsoring family approved by the sponsoring exchange program while in attendance at Federal Way schools.
- B. The student shall have English language competence and the academic ability to effectively participate in the regular programs of the Federal Way Public Schools. F-1 students working to receiving a High School diploma must provide acceptable documentation of the student's language proficiency through satisfactory test scores on TOEFL. The test results shall be provided to the District prior to the student's acceptance.

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- C. A transcript in English of the student's grades is needed for evaluation prior to acceptance and enrolling in classes.
- D. It is not the District's responsibility to provide any form of special tutorial help in English proficiency, academic assistance, or financial assistance.
- E. An immunization record and a student health report completed by a physician in the student's resident country translated into English shall be required and must be in compliance with Washington State requirements.
- F. Verification of adequate medical coverage, both health and accident, shall be required.
- G. The prospective student shall complete an application with the reason for applying for study in the United States
- H. F-1 non-immigrant students seeking a High School Diploma from a Federal Way Public Schools high school, will subject to the same policies, rules of conduct, attendance, graduation and other academic requirements as regular students.
- I. F-1 exchange students may not be financially compensated for work performed for the Federal Way Public Schools in accordance with immigration requirements.

The District will review all documentation presented and make a determination as to the acceptance of the non-immigrant F-1 exchange student. Sponsoring organizations or students that are working directly with the District will be notified no later than June 30th regarding the acceptance or denial of submitted enrollment applications. Exceptions may be made to this date, but in no case should prospective students make definite plans prior to receiving written notification of acceptance.

A student who has been admitted into the United States to attend a specified school other than a school in Federal Way, and wishes to apply for a transfer to the Federal Way Public Schools must meet all requirements and timelines set by the U.S. Department of State, the U.S. Citizenship & Immigration Services (USCIS) and the Federal Way Public Schools policy and procedure.