

B. Foreign Exchange Program Placement of Foreign Exchange Students

The following guidelines have been established for placement of foreign exchange students:

- Only organizations with tax-exempt status as conferred by the IRS pursuant to section 501(c)(3) and organizations that are listed officially with the Council on Standards for International Education Travel (CSIET) may sponsor an international exchange student program in SJCS.
 - The exchange student shall gain legal entry into the United States with a J-1 Exchange Visa, which includes clearance by Homeland Security or the appropriate government agency, and shall present documented proof with a birth certificate or passport, showing that he/she will be at least sixteen (16) years of age, but not have attained the age of eighteen and a half (18.5) prior to attendance at a school in the District.
 - All foreign exchange students shall be assigned to grade 11 and must complete a Home Language Survey.
 - No foreign exchange students shall receive a St. Johns County high school diploma nor participate in the graduation ceremony.
 - A foreign exchange student may only register at the appropriate high school that shall be designated as the school within the regular school attendance zone of the host family's residence.
 - Specific courses shall be provided to foreign exchange students on a space available basis.
 - It is recommended that foreign exchange students take U.S. History and English classes.
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- Foreign exchange students may be eligible to participate in sports and activities provided they meet Florida High School Athletic Association (FHSAA) or a sponsoring organization's rules and regulations.
 - Foreign exchange students are subject to all school and district rules and regulations per SJCS Student Code of Conduct.
 - Host parents must accept all responsibilities for foreign exchange students including, but not limited to, conferences with school staff.
 - High schools may limit the number of foreign exchange students they admit based on class size and/or total student enrollment.
 - Foreign exchange students must be fluent in English prior to enrollment; therefore they should not be tested for qualification of ESOL service.
 - Representatives from foreign exchange programs must request permission for admission by submitting a completed packet to the principal for approval prior to May 1st of the following year.
 - Foreign students who have received a high school diploma, or its equivalent, in their home country are *not* eligible to be foreign exchange students.
 - It is the principal's discretion to accept/deny the application request.

School Responsibilities:

- When approached by Exchange Student organization, check www.csiet.org/ (Council on Standards for International Education Travel's (CSIET) Advisory List of International Education Travel and Exchange Programs) to verify the agency is accredited.
- Provide the agency representative a copy of the checklist with a deadline completion date prior to May 1.
- Once the packet is returned, ensure all items on the checklist are included in the packet.
- Principal or designee signs/dates at bottom of checklist as evidence of approval.
- Notify district office contact of any discipline or other incidents.
- The school/District will not be responsible for any fees for activities, events, trips, etc. during the student's enrollment period.

Sponsor Responsibilities:

- The sponsoring organization shall work with the appropriate governmental agencies to ensure that the prospective international exchange student has fulfilled all requirements for entry into the United States on a J-1 Visa.
- Sponsors of student exchange organizations shall secure, prior to the student's departure from their home country, a host family placement of each student participant.
- As required by the U.S. Department of State, a background check must be completed by the sponsoring organization for each member of the host family household, eighteen years of age or older, and for the local organization representative of the organization.
- In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor shall document the reasons necessitating such change and immediately provide this information to the school principal designee.
- Provide a written statement from the sponsoring organization or student's home school indicating that the student has not received a high school diploma from his/her country of origin.
- Provide a valid transcript from the student's sending school translated in English.
- The designated sponsoring organization shall assume responsibility for the student's health, safety, educational, financial and legal obligations.
- The sponsor organization shall adhere to all provisions required by federal laws and regulations.