

SCHOOL DISTRICT OF MAYVILLE

422.1-Rule

FOREIGN EXCHANGE STUDENT PROGRAM GUIDELINES

A. Criteria for Organizations Sponsoring Foreign Exchange Program Students

Only foreign exchange program students represented by a bona fide organization approved by the Board of Education shall be admitted to Mayville High School on a tuition free basis. The Board shall only consider for approval organizations that:

- Have stated educational goals compatible with those of the School District of Mayville.
- Have a clearly defined structure, have the personnel needed to administer their programs effectively and have sound fiscal management.
- Select participants (host families and students) on the basis of clear criteria and careful screening to ensure the likelihood of a successful experience for all involved.
- Provide the District with all required documents and information relevant to the exchange student's visit, including arrival and departure dates of the student, responsibilities for student supervision, medical needs, financial support, liability (insurance coverage), support services, etc.
- Manage all immigration needs for the exchange student and coordinate all records and correspondence between the host and home schools.
- Communicate regularly with Mayville High School, the host family and exchange student to assess the progress of the student. (A minimum of one (1) personal contact with the high school principal per semester, shall be initiated by the Foreign Exchange program.)

B. Foreign Exchange Program Student Requirements

1. The student must have sufficient knowledge of English to allow him/her to function adequately in the school environment without the need for special language instruction.
2. The student must have been in good academic standing in his/her native country and have the ability to get maximum benefit from an exchange program.
3. The student must have attained the age of 16 prior to September 1 and not exceed age 18 during the school year of placement. We will only accept students that have senior status.
4. The student must reside with a family in the School District of Mayville.
5. The student must abide by all policies, rules and regulations of the District and his/her sponsoring organization.

C. Application Procedures

1. Requests for foreign exchange program students to attend Mayville High School shall be submitted to the High School Principal, in writing, for review and approval. This must be done (e.g., by June 1 preceding the school year of enrollment.) The sponsoring organization is to provide the following information:
 - the method of determining and level of the student's English proficiency
 - the name of the person responsible for providing the immigration requirement forms
 - the process used to select the host family
 - the name, address and telephone number of the host family with a statement of their responsibilities (including clarification on who is responsible for the student's financial support, medical needs and liability/insurance coverage)
 - arrival and departure dates of the student and transportation arrangements
 - student academic, health and immigration records
 - the name, address and telephone number of the sponsoring organization's area representative with a statement of his/her responsibilities
 - and any other relevant information requested by the District.
2. Prior to the foreign exchange program student's arrival and admittance to school, the sponsoring organization's area representative and the host family shall meet with the High School Principal or his/her designee.
3. Once enrolled, foreign exchange program students have all the rights and privileges of resident students and are subject to the same rules and regulations as resident students.

APPROVED: February 18, 1974

ADOPTED: March 18, 1974

REVISED: October 17, 1977; October 5, 1987; November 3, 1997; April 17, 2000

Signatures of School Board Members:

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