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Procedure No. 3142-P
Students

INTERNATIONAL EXCHANGE STUDENTS GENERAL GUIDELINES

The following procedures shall be in effect:

1. All organized international educational exchange programs placing students at Anacortes High School must meet the standards of the Council on Standards for International Educational Travel, the criteria established in the Handbook of Foreign Study/Travel published by the State Superintendent of Public Instruction and follow all rules and regulations developed by the Department of Immigration.
2. A typical foreign exchange student is on a J-1 Visa, which is for cultural exchange, to participate in education in America and to return to their country after one school year. Students on a F-1 Visa, which is for touring in our country, are required to pay the full unsubsidized cost of providing their education for the period of attendance in the Anacortes School District before obtaining the required I-20 Form.
3. Comply with any rules developed by the High School Principal.
4. All files of students desiring to enroll in Anacortes High School must be received no later than May 1 from students desiring to commence attendance the subsequent September. The information contained in the files must include, at the minimum, the following:
 - a. The foreign exchange student must be at least 16 by June 30 and not reach 19 by September 1.
 - b. Documentation of high school academic standing. This documentation must be in the form of an official transcript translated into English that reflects the student's coursework, proficiency level and general academic standing.
 - c. The student will provide the District with appropriate medical records, which as a minimum will include their most recent immunization and health records, a physical examination statement from their physician and proof that their tuberculosis test was negative within 12 months of application to enroll at Anacortes High School.
 - d. Proof that the student has proficiency in speaking, reading, writing, and understanding the English language. Proof of proficiency status should be documented by such a test as the TOEFL, SLEP, or G-TELP prior to acceptance. A minimum score of 395 on the TOEFL, or 41 on the SLEP, or 70% on the G-TELP is required.
 - e. The student will be required to provide proof that he/she has adequate financial resources for the duration of the stay at the high school. The School District will provide no financial assistance or benefits to foreign students. Students are responsible for their school fees and expenses.
 - f. The student will provide the District with the name, address, and telephone number of their exchange program local representative and their host parents.

- g. The student will provide verification that they possess health, life, and accident insurance coverage.
- h. The file will also contain a statement made by the student's exchange program, which reflects the sponsor's evaluation of the student's maturity, character and ability of the student to derive maximum benefit from their experience at Anacortes High School.
- i. Finally, the file will contain appropriate immigration and naturalization service records, which reflect appropriate authorization by the Department of Justice.

INBOUND FOREIGN EXCHANGE STUDENTS ENROLLMENT GUIDELINES

1. The inbound foreign exchange students, those coming from a foreign country to the Anacortes School District, are expected to register for classes with the Counselor along with the host parent five days before the beginning of the semester at the high school for scheduling classes.
2. A foreign student must enroll in a full schedule of on-campus programs. No early dismissals or late arrivals will be granted. Foreign students may be enrolled in classes or scheduled to work with appropriate staff in the role of teacher's assistant when appropriate.
3. The foreign student will be classified at a grade level status according to courses completed, years in school, age, proficiency in English and other relevant data. The decision for grade level classification will be made by the Principal or Counselor.
4. The foreign student will be enrolled in .5 U.S. History, 1.0 English, and .5 Civics/CWP. The foreign student will be limited to one physical education course per semester.
5. The foreign student will not be enrolled in a Traffic Safety Education Course.
6. The foreign student will be graded and evaluated academically according to procedures developed by the classroom teacher. They will not be included in any class ranking nor shall a GPA be computed. Teachers will neither be expected nor required to devote additional instructional time to foreign students, i.e., foreign students will be treated the same as any other student. The sponsoring exchange program is expected to arrange for necessary student tutorial help when appropriate.
7. Foreign students are required to complete Civics/CWP, United States History, and English on any appropriate level when enrolled as seniors. When these requirements are completed, they have the option to participate in the Commencement Ceremony and receive an Anacortes High School Certificate (not a graduation diploma).

OUTBOUND FOREIGN EXCHANGE STUDENTS ENROLLMENT GUIDELINES

1. Anacortes High School students who attend school in another country, "outbound students", may be granted high school credit for their studies when they return.
2. Confirmation of school attendance and courses taken is the responsibility of the student. The returning student must bring to the Counselor a letter verifying enrollment and a record of courses taken from the school attended.
3. One credit will be given for each 128 hours of scheduled in-class time.
4. Credits given will be a "P" for "Pass" or "F" for "Fail and will not be computed in the cumulative GPA. All passing grades will count toward graduation.

5. Foreign language credit will be considered on an individual basis in consultation with the foreign language department.
6. Information is available on the PSAT/NMSQT fall testing for sophomore and junior exchange students interested in taking the test in the fall when attending their foreign school.
7. The High School must be notified of a change in host family assignment or change in school.

ENROLLMENT LIMITS

A maximum of five foreign students may be enrolled in the District during one school year. Students may be selected from any one of several geographical regions depending on the school's yearly objectives for the foreign student program.

VALIDITY OF STUDENT RECORDS

1. Should any information provided by the student's sponsoring program or any individual or organization which submits documentation into the student's file be discovered to be invalid, the District reserves the right to terminate the student's program for that academic year or until the validation problem is resolved.
2. The burden of valid documentation rests with the student and the sponsoring foreign exchange program.