

## Foreign Exchange Students

Foreign students participating in a recognized exchange program may be accepted into a host school in Sweetwater County School District Number One for either one or two semesters. The host school must designate an administrator to oversee the placement of student in school and work as liaison between school and exchange program. Students will be enrolled in the school through a foreign exchange program given the following:

Foreign Exchange Student Agencies - Agencies whose students are to be considered for admission into Sweetwater County School District Number One schools must meet the following requirements and complete the Certification and Student Data Forms no later than June 1 for students entering school in the fall semester and October 1 for students entering school in the spring semester:

- A. Agree in writing that they understand and will adhere to our policy and regulations.
- B. Provide a local (residing in the Sweetwater County School District Number One boundaries) representative from their national agency who will be available to meet as needed.
- C. Provide information about their agency to include:
  - 1. U. S. State Department approval, pamphlets, names, addresses, and telephone numbers of national, regional, and district representatives for future contact by school personnel.
  - 2. The name, address, and telephone number of a knowledgeable, current Rock Springs or Farson-Eden representative.
  - 3. The name, address, and telephone number of the local representative must be approved by the District. A change of local representative must be approved by the District.
- D. Submit all materials for review to guidance counselors at participating high schools.
- E. The local representative must be prepared to assist student host families and school personnel with all problems and situations involving the placement and progress of the student. In addition, the local representative must visit the school in person to discuss the student's enrollment and placement. The local representative may not serve as the host family for the foreign exchange student.
- F. Agencies must have a full listing with the Council on Standards for International Educational Travel (CSIET) before a student with the agency may be accepted into the District.

- II. Admission of Foreign Exchange Students - The sponsoring agency must provide the following assurances and minimum information about each student whom they wish to enroll for the subsequent school year. The deadline for students entering in the fall semester is no later than June 1. The deadline for students entering in the spring semester is no later than October 1.
- A. Students must be 16 through 18 years old by September 1 of the school year in which they plan to attend Rock Springs High School or Farson-Eden High School.
  - B. Documentation that the student is an above average academic achiever as evidenced by a current official transcript written in English. The records must include the name of each class taken, the number of hours per week it met, and for how many months.
  - C. Evidence of good health and current record of immunizations:
    - 1. Proof of immunizations currently required by Wyoming state law. The minimum immunization requirements from the Wyoming Department of Health can be found at the following link:  
[www.health.wyo.gov/familyhealth/immunization/schools.html](http://www.health.wyo.gov/familyhealth/immunization/schools.html)
  - D. Be able to assure that each student will be living with a responsible adult sponsor(s) who is a legal resident of Sweetwater County School District Number One. The sponsor must be available and willing to meet with school personnel if and when deemed necessary.
  - E. Be able to assure that each student will comply with the attendance, conduct, and academic standards of the local school.
  - F. Be able to assure that arrival dates will be arranged to coincide with the first day of the first semester so students can be in attendance. An exception may be made for foreign exchange students from countries in which the standard academic year begins at approximately the same time as Sweetwater County School District Number One's second semester.
  - G. Only agencies which satisfactorily complete the requirements will be approved for tuition-free placement of foreign students in Sweetwater County School District Number One.
  - H. Students will only be offered special services such as "English as a Second Language," if they qualify for such services based on a screening assessment administered by District staff.
  - I. Evidence of medical insurance coverage – students must provide evidence of full health insurance coverage through either their family or their student exchange program. The insurance coverage must be acceptable in both the United States and the State of Wyoming.

### III. Placement of Foreign Exchange Students

- A. Students will normally be placed at the grade level which most closely corresponds to their grade level in their home country and assigned to the guidance office.
- B. It must be recognized that placement of students within the schools of Sweetwater County School District Number One will depend upon:
  - 1. The student load of regular students within the school in question.
  - 2. No more than ~~twelve (12)~~ five (5) agency-sponsored foreign exchange students will be allowed to be enrolled at any one time in Sweetwater County School District Number One. Administration will consider the residence of the initial host family when placing students. Foreign exchange students would not be eligible for placement in District alternative programs at Black Butte High School.
  - 3. The number of students for whom exceptions in language proficiency or other requirement shall not be excluded from consideration.
  - 4. There is no guarantee that a student will automatically be enrolled at Rock Springs High School / Farson-Eden High School. There will be no consideration of an alternate student unless he/she has met the established deadlines.
- C. High School Diplomas are not granted as a result of the exchange experience. A Certificate of Completion may be awarded and the honor of being acknowledged in the graduation ceremony is at the discretion of the principal.

Foreign student placement agencies are reminded that these criteria are for the student's protection and benefit as well as that of Sweetwater County School District Number One.

- IV. Foreign Exchange Students Not Associated with an Agency - Any person not affiliated with a formal placement agency, who wishes to place a foreign student in our schools must satisfy the requirements detailed in this document. In addition, the host family must have court appointed guardianship and completed Form I-20 (Certificate of Eligibility for Nonimmigrant J-1 Student Status).

Adopted 07/9/86

Revised 02/10/97; 6/8/2020

Ref: Public Law 104-208, Sec. 625.

School District #1, Sweetwater County, Wyoming

**File: JECBA**