

## **BOARD PROCEDURE**

**Descriptive Code: JQKA**

### **FOREIGN EXCHANGE STUDENTS:**

**Date: July 27, 2009**

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The following guidelines will be used to govern the acceptance of foreign exchange students into Columbia County Schools:

1. The program will be coordinated by the office of the deputy superintendent. To be considered for approval, all sponsoring agencies must be fully approved by the Council on Standards in International Educational Travel (CSIET). All sponsoring agencies must be approved and listed with this office by February 15 in order to place foreign exchange students for the following first semester.
2. The sponsoring agency must have a local representative, and this local representative must live in the metro Augusta area.
3. A letter of request, including the name of the local representative, is required from the sponsoring agency.
4. The representative of the sponsoring agency must agree to abide by and be responsible for notifying all potential foreign exchange students of all policies and procedures governing such students, to include student handbooks, the code of conduct, and other system policies.
5. Placement of foreign exchange students will be made by the deputy superintendent after confirming the placement with the high school principal. Every effort will be made to assign a proportionate number to each high school.
6. Completed foreign exchange student applications must be submitted to the deputy superintendent by a local representative of an approved sponsoring agency. Foreign exchange students cannot be enrolled by the high school until they receive formal approval by the deputy superintendent.
7. Foreign exchange students will be placed only at the beginning of the first or second semester. Under no conditions may a foreign exchange student enroll later than one week into the semester.
8. The representative of the sponsoring agency is responsible for making sure the foreign exchange student has a host family prior to enrollment. The host family must live in the attendance zone of the assigned high school. The high school will not assume any responsibility for securing a host family for the foreign exchange student.
9. Foreign exchange students must be eligible to attend a high school in their native country. If a foreign exchange student has graduated from high school in his or her native country, he or she would not be eligible for the Columbia County Schools Foreign Exchange Program.
10. Verbal proficiency in English is required. The student must have taken and passed at least three years of English in the native school, as verified by transcripts and by agency application.
11. Foreign exchange students will be held to the same expectations of local students, including participation in all class assignments and evaluations, along with the application of like grading procedures.
12. Foreign exchange students can participate in extracurricular activities if they meet local and state requirements.
13. Foreign exchange students can be recognized during honors programs. They are not eligible for high school diplomas or to participate or be included in the official graduation exercises. However, they may be introduced and recognized at the graduation exercises, if the school chooses.
14. Foreign exchange students are required to conform to all school requirements, obtaining a Georgia certificate of immunization and a certificate of ear, eye and dental examination.
15. The representative of the sponsoring agency is responsible to provide copies of the student's visa to the county office and the school principal prior to the student attending classes.
16. The representative of the sponsoring agency is responsible for making application on behalf of the student to Columbia County Schools Foreign Exchange Student Program. The application includes the Form-1 from Columbia County Schools and a copy of the student application

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submitted through the sponsoring agency. This must include student data, parents' name and address, and the signature of the host family as well as official approval of the sponsoring agency.

Foreign exchange students will be eligible for enrollment in the Columbia County Schools only if they have obtained written approval from the deputy superintendent. This office will furnish copies of the approval (Form-1) to the representative of the sponsoring agency, the student, and the school.

**ADOPTED: 10/18/90**

**REVISED: 8/7/00, 4/22/02, 4/14/03, 8/25/03, 5/17/04, 7/18/05, 6/19/06, 2/5/07, 3/30/09**

**Columbia County Board of Education**

APPLICATION FOR COLUMBIA COUNTY SCHOOLS  
FOREIGN STUDENT EXCHANGE PROGRAM

\*To be completed by the local representative of the sponsoring agency

**Deadline for Submission: First Semester – June 15;  
Second Semester – November 15**

STUDENT'S NAME \_\_\_\_\_  
Last First Middle

STUDENT'S AGE \_\_\_\_\_ YEARS OF **ENGLISH** VERBAL PROFICIENCY \_\_\_\_\_

LAST GRADE COMPLETED \_\_\_\_\_ GRADE TO ATTEND: \_\_\_\_\_

PARENTS' NAMES: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_ City/State Country

TELEPHONE NUMBERS: \_\_\_\_\_

HOST FAMILY **NAME**: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE **NUMBER**: \_\_\_\_\_

*LOCAL REPRESENTATIVE OF THE APPROVED SPONSORING AGENCY:*

I hereby make application to the Columbia County Board of Education for the above named student to be placed in the Foreign Exchange Student Program. I accept responsibility for all communication with the sponsoring agency, **the** student's family, the student, and the host family.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE **NUMBER**: \_\_\_\_\_

SPONSORING AGENCY: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

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<b>TO BE COMPLETED BY COLUMBIA COUNTY BOARD OF EDUCATION</b>	
<i>The above named foreign exchange student has met all entrance requirements of the Columbia County Board of Education and is approved to attend:</i>	
Name of High School: _____ Year _____	For _____ School
Approved by Principal: _____ Principal's Signature	_____ Date
_____ Sandra Carraway ASSISTANT SUPERINTENDENT	_____ Date