



## **Foreign Exchange Programs**

Portland Public Schools are interested in furthering international understanding through international education and student exchange programs. To further this interest, the district admits foreign exchange students to its schools through generally recognized and district-approved exchange programs. Foreign students are obligated to pay tuition in the amount set by the district; however, this payment may be waived for those foreign exchange students who have not completed their secondary education and who are sponsored and placed through district-approved exchange programs having the following characteristics.

### **I. General Requirements**

- A. Approved student exchange programs, which are listed with full status in the Advisory List of International Educational Travel and Exchange Programs (published by Council on Standards for International Educational Travel), or official "sister school" or "sister city" arrangements must provide bona fide opportunities for students in the Portland Public Schools to participate on a reciprocal basis in similar full-time study experiences abroad, with corresponding waivers of tuition. Information about the waiver of tuition must be contained in the printed materials describing the exchange program.
- B. Only students issued a J-1 visa by Immigration and Naturalization Services will be considered for enrollment on a tuition-free basis. Students issued an F-1 visa cannot be considered for enrollment in the Portland Public Schools.
- C. Students must demonstrate English language competence and academic ability, as determined by the school district, so that students can effectively participate in the regular program of the Portland school in which enrolled.
- D. Programs may not charge students significant fees for placement services. The criterion for determining appropriate charges will be the cost of programs provided by organizations known to have quality and cost-control practices. Normal transportation and transportation-related expenses are acceptable.
- E. Exchange programs must provide orientation programs in the home and/or receiving country, prior to the exchange experience and also following the exchange experience.
- F. Exchange organizations must provide an easily accessible representative in the Portland area who maintains regular contact with the exchange student,



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- who can provide counseling to the host family and exchange student, and who can assist in resolving problems, including language, which might arise.
- G. Exchange organization representatives must be able to counsel with and support the host family and transfer or return the student to the home country in case of an emergency or other reason.
  - H. Foreign exchange programs must require regular school attendance by participants and bona fide efforts to fulfill normal academic expectations.
  - I. Designated sponsors are responsible for the selection of Portland host families. Organizational representatives must personally interview each potential host family and visit the home before a family is approved to receive a foreign exchange student. (Telephone interviews are not acceptable.)
  - J. Exchange organizations shall be able to show evidence of bonding and sufficient insurance to pay claims attendant to illness, accident or death of an exchange student and possible liability of the host family. The host family must have the authority to authorize medical treatment and otherwise act on behalf of the parents.
  - K. Approved exchange programs shall limit foreign exchange students to a maximum of one full academic year of attendance. In order to qualify for the receipt of credit, the student must be enrolled for a minimum of one semester. For any lesser period of time, the student is considered a "visitor" and will not be formally enrolled.
  - L. A sponsoring family should be in a position to contribute a significant share of the incidental living costs of the foreign student, including school lunch and transportation. Host families may not receive remuneration in excess of reasonable hosting expense. The district will waive tuition requirements and provide textbooks in approved enrollments.

### **II. Student Qualifications**

- A. The student shall have English language competence and academic ability to effectively participate in the regular program of the Portland school in which enrolled.
- B. The student shall not be over 18 years of age on the first day of attendance in the district.



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- C. The student shall not have graduated from any secondary school program or equivalent.
- D. The student must reside with a host or sponsor family within District boundaries.

### **III. Procedures for Admission of Foreign Exchange Students**

- A. Prior to enrolling in a Portland school, each foreign exchange student must have satisfied all health requirements specified in 4.10.011-AD Student Enrollment – Immunizations.
- B. Exchange organizations, which are listed with full status in the Advisory List of International Educational Travel and Exchange Programs (published by CSJET), must be included on an "approved list" published periodically by the Office of Enrollment Services in order to qualify their students to enter the district on a tuition-free basis. In order to be included on the "approved list," exchange organizations must provide documentation evidence, at the request of the Office of Enrollment Services, which shows that the organization has a history of meeting the requirements listed in this regulation and will meet them for period of approval.
- C. Approved exchange organizations should send all materials relating to prospective exchange students to the Office of Enrollment Services for review and determination of initial qualification for admission. Such materials must contain all immigration information, including but not restricted to, passport and immunization documentation and all student information, as provided in the student application form to the exchange program and academic transcripts. Further, the names and addresses of the host family and the local area support person must be provided.
- D. The Office of Enrollment Services will be assisted in determining approved status by a committee comprised of Enrollment Services staff, high school vice principals, and other district staff, as appropriate.
- E. The superintendent may assign to the various high schools the number of spaces available for foreign exchange students. This will assure that all district schools and students will have the opportunity to benefit from exchange programs and that goals of the program will be achieved through



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- enrollment balance. Students will attend the school in the attendance area of the host family, unless transferred by the District.
- F. Following approval for admission by the Office of Enrollment Services, the student will be referred for enrollment to the appropriate building administrator. Copies of all significant documents will be provided by the Office of Enrollment Services to the administrator in advance of the student's arrival.
  - G. The Office of Enrollment Services will advise the school and the exchange organization of its action on tuition waiver and will maintain liaison with the Immigration Service regarding the visa status of the student.
  - H. The selection of the host family and home placement must be made prior to the student's arrival in Portland. Noncompliance with this provision can result in the immediate suspension or revocation of the approved status of an exchange program.

### **IV. Foreign Students – Individual Arrangements**

- A. A foreign student who is sponsored by a non-approved exchange program or by a family and who wishes admission on an individual basis, may be admitted, as follows:
  - 1. The student must meet all personal requirements listed elsewhere in this regulation.
  - 2. The non-approved exchange program representative or the potential sponsoring family must make application for the student's admission in the same fashion as a student associated with an approved exchange organization.
  - 3. The student or the sponsoring organization or family must pay the tuition required or arrange for its payment with the Office of Enrollment Services in advance of completing any enrollment procedures.
  - 4. The student must reside with a host or sponsored family within district boundaries.
  - 5. A sponsoring family should be in a position to contribute a significant share of the living costs of the foreign student, including school lunch and transportation.



## **Administrative Directive 6.50.030-AD**

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6. A sponsoring family shall assume, in writing, full responsibility for the student in loco parentis.

History: Adopted 6/83; Amended 1/89; 9/02; 5/16