

Admission of International Exchange Program Students

- I. Sponsoring Organizations. The Principal/designee and Guidance Counselor shall review each organization annually for approval. Programs recommended for applying for approval must be included on the National Association of Secondary School Principals (NASSP) International Education Travel and Exchange Programs advisory list and recommended based on prior exchange satisfaction. must submit a request by Sept. 1 of the current school year and will be notified by November 30 of the decision.
- II. Students applying must be at least 15 years old but not over 18 years of age by the first day of the school year of propose admission.
- III. Required information. The sponsoring organization must provided the following information in writing:
 - a. Method of student selection.
 - b. English proficiency is expected for all International Exchange Program Students
 - c. Name and address of person responsible for providing the required customs and immigration forms.
 - d. Housing arrangement and the process of selecting the host family.
 - e. Arrival and departure dates of the student.
 - f. Student records and experience required for enrollment. Records shall include:
 - i. academic records;
 - ii. health record;
 - iii. immigration record; and
 - iv. record of extracurricular activities
 - g. Request to participate in high school athletic program, if applicable. (WIAA guidelines shall be followed.)
 - h. Travel arrangements to and from the United States and while in the United States. This includes any planned trips organized by the sponsoring organization.
 - i. Insurance coverage including health, accident, and liability for the student, which is affiliated with the U.S. Insurance Underwriters. A copy of the insurance policy will be provided to the school before admission.
 - j. Name, address, and telephone number of host gamily with a statement of the family's responsibilities. A completed host family interview form (Exhibit 1) shall also accompany the placement request.
 - k. Purpose and financial status of the sponsoring organization. (Exhibit 2)
 - l. Name, address, and telephone number of the organization's area representative and his/her responsibilities.

- IV. Enrollment Procedure.
- a. School enrollment must be requested NO LATER THAN July 1 prior to the first day of attendance.
 - b. The program coordinator and shall not accept offer a placement to a host family until the student has been accepted.
 - c. The High School Principal and guidance counselor shall review the student's record prior to admittance. The decision to accept a student will be made within 30 days of the enrollment request but no later than July 1 prior to the first day of attendance.
 - d. Following the record review, the High School Principal and guidance counselor shall meet with the program coordinator to determine eligibility for admittance.
 - e. The program coordinator and the host family shall arrange an enrollment meeting with the principal or his/her designee prior to the student's arrival.
- V. Number of International Students. The school reserves the right to limit the total number of international students for the year and the number from each country. The school's goal is to have a variety of countries represented, but not to exceed 3 international students per year.
- VI. To achieve a quality experience, classes for international students shall be selected with cooperation between the counselor and student, keeping in mind the student's obligation to learn about American culture and the student's career and educational goals. The international student is expected to make a contribution to our community by sharing his/her culture.
- VII. If the international student fails to abide by school regulations or violates local, state, or federal law, he/she shall not be allowed to continue to attend Wonewoc-Union Center High School.
- VIII. International Exchange Program Students with "senior status" shall receive a certificate of attendance rather than the high school diploma unless all Wonewoc-Union Center graduation requirements are met. Any International Exchange Program Student that intends to earn a Wonewoc-Union Center diploma must make the request prior to the scheduling of classes or the first day of school, whichever is first.
- IX. If the sponsoring organization properly assesses International Exchange Program Students' language skills, English Language Learner (ELL) assistance should not be needed. However, if required, the sponsoring organizations shall be responsible for ELL support. The School District of Wonewoc-Union Center shall not be responsible for tutoring or translation support services.

APPROVED: March 17, 2014