

#5060.1.1**Travel and Exchange Programs/
Admission of Exchange and Foreign Students**

Foreign Exchange Students Attending Madison Public Schools

The Madison Board of Education recognizes the value of foreign exchange programs for students. These unique opportunities to experience the culture of another country can be effective and memorable learning experiences for students.

To ensure that students entering the Madison Public Schools from another country as foreign exchange students have a positive experience, the following guidelines have been developed.

1. The Superintendent will determine, on an individual basis, if a foreign exchange student may or may not attend public school in Madison. Factors that may be considered include, but are not limited to, space, appropriateness of placement, etc.
2. Advance notice must be provided to the Madison Public Schools prior to the finalization of arrangements to accept an exchange student. Exchange organizations sponsoring students must be approved by the administration and may include but are not limited to the Council on Standards for International Educational Travel, Center for Cultural Interchange, American Institute for Foreign Study (AIFS) Foundation, and American Field Service.
3. Exchange students must meet all district and State entrance requirements, including, but not limited to, age, place of residence, and immunizations.
4. Agencies, groups and/or families sponsoring foreign exchange students in Madison shall submit to the Office of the Superintendent all required District

#5060.1.1 (cont.)

- registration materials, including health and educational records. These records will be a factor in the decision regarding attendance.
5. All living arrangements for foreign exchange students are the responsibility of the sponsoring agency and families. This includes changes in living arrangements after the student has arrived and throughout his/her stay. Neither the Madison Board of Education nor any of its employees will assume responsibility in this area. If the student ceases to live within the boundaries of Madison, it is within the discretion of the Madison Public Schools to disenroll the student.
 6. Foreign exchange students are subject to the same academic and behavioral standards as all other students while enrolled in Madison schools.
 7. The district will provide the most appropriate program available for each foreign exchange student, but should not be expected to offer English As A Second Language services or to make special accommodations that would cause the school to exceed class sizes or teacher loads.
 8. It is understood that foreign exchange students shall not be eligible for a Daniel Hand High School diploma, but may be given a certificate of attendance for the period of time in Madison and may participate in graduation ceremonies if appropriate.
 9. A certificate of attendance will include the student's name and dates of attendance, and will be signed by the Superintendent of Schools and the building principal. A record of the academic course of study will be completed and issued with the certificate. The record will include courses taken, grades, units of credit, length of class periods, number of periods per week, and the student's performance as evaluated by each teacher. This dated record will also include an explanation of the grading system and carry the official seal of the Madison Public Schools.

#5060.1.1 (cont.)**Madison Students Participating in Foreign Exchange Programs**

Just as the Board of Education recognizes the value of hosting exchange students in Madison, it also recognizes that students from Madison may benefit from opportunities to experience education in another country.

Any Madison student considering attending a program as an exchange student should consult as soon as possible with school administration and guidance. Arrangements and evaluation of programs can take many months. At least six months prior to leaving, any student seeking to attend school in a foreign country as an exchange student, shall request permission from the school Principal to have course work to be completed in the foreign country approved for transfer of credit. The student must work closely with his/her guidance counselor to determine which courses from the exchange school are eligible for credit in the Madison Public Schools, and how the student will fulfill requirements for graduation from the Madison Public Schools. The Principal of the school in Madison will make the final decision concerning credit transfers and the weight (if any) of such courses in determining the student's grade point average and class rank. Nothing in this policy, however, is intended to diminish or waive any requirements for high school graduation for students who have studied abroad.

Students who do not bring an official transcript with them at the time they register for their courses upon their return to Madison will resume their education at the same grade level and with the same remaining graduation requirements to be fulfilled as existed before their departure.

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