

Policy Code: 3570 International Student Exchange Program

The Chapel Hill-Carrboro City School District embraces the cultural and academic diversity that international exchange students bring to the district. Both international exchange students and students enrolled in the school district reap benefits, including 1) broadening cultural understanding; 2) enriching students' learning experiences; and 3) enhancing the relationships among countries of the world.

For the purpose of this policy, international exchange students are defined as students whose citizenship is with a country other than the United States of America who enroll in our district for one year through an organization certified by the Council on Standards for International Travel (CSIET) and whose host family resides within the Chapel Hill-Carrboro City School District's boundaries.

The Chapel Hill-Carrboro City School District will accept international exchange students only through approved exchange programs.

The number of slots reserved for international exchange students will be six (6) per school plus the number of slots made available by Chapel Hill-Carrboro City Schools students who leave the district to participate in an exchange program during that same time period.

A. Program Approval

All organizations operating international student exchange programs must receive approval of the program from the superintendent overseeing instructional services or their designee prior to placing a student in the Chapel Hill-Carrboro City School District. Approval of programs will be based on the following criteria:

1. Documentation that the organization has met the standards established by the Council on Standards for International Educational Travel (CSIET), appears in the current *Advisory List of International Educational Travel and Exchange Programs*, and is philosophically aligned with the school district's mission and goals.
2. Documentation that the organization has a local representative in North Carolina within a 120-mile radius of the Chapel Hill-Carrboro City Schools.
3. Documentation that the program:
 - Has well-defined and executed administrative practices
 - Has stated educational goals compatible with the generally recognized goals of education in the Chapel Hill-Carrboro City Schools
 - Has demonstrated successful placement of international exchange students
 - Is a non-profit organization
 - Is incorporated; and
 - Makes a complete financial report available to the public

The school district reserves the right to revoke the approval of any international exchange program that does not comply with the guidelines and criteria established by this policy on international exchanges.

International students who are not in an organized or approved exchange program must adhere to Policy Codes 4115, 4120, 4135, and 4150. These policies, related to student enrollment, define domicile and school assignment and transfer and contain the supporting State statute notations.

B. Program Responsibilities

The international student exchange programs shall be responsible for ensuring that all matters associated with the exchange are facilitated. This includes, but is not limited to:

1. Filing a current copy of program guidelines with the superintendent overseeing instructional services or their designee;
2. Working with the appropriate governmental agencies to ensure that the prospective international exchange student has fulfilled all requirements for entry into the United States on a J-1 visa;
3. Assuming all financial and legal responsibility for the international exchange student;
4. Providing the superintendent overseeing instructional services or their designee with a copy of the student application packet, which the international exchange student agency used to accept the student, by July 31 of the current school year;
5. Assuming responsibility for all matters associated with living arrangements for the international exchange student, such as selecting and orienting the host family involved in the international exchange program; (Host families shall not be recruited through the Chapel Hill-Carrboro City School District by district staff);
6. Orienting the international exchange student to Orange County and to the Chapel Hill-Carrboro City School District;
7. Meeting with an administrator of the school to which the student is assigned to establish a liaison for the program, the host family, and the school;
8. Notifying, in writing, the principal of the assigned school of the need to award and transfer any academic credit back to the student's home country after completion of the international exchange year in the Chapel Hill-Carrboro City School District, and informing the principal of any unique procedural features involved in the process;
9. Informing the international exchange student of the policies of the Chapel Hill-Carrboro City School District at the time of the student's acceptance by the international exchange student agency.

C. Acceptance of Students

International exchange students who are accepted in the Chapel Hill-Carrboro City School District must meet the following criteria:

1. Be approved by the superintendent overseeing instructional services or their designee;
2. Apply for admission to the Chapel Hill-Carrboro City School District by July 31 of the year in which the student wishes to enroll; (application to the school system is formalized by the receipt of a copy of the international exchange student's application packet, including the name and address of the host family);
3. Be between the ages of 15 and 18-1/2 (as of the beginning of the year in which the student wishes to enroll), and not have graduated from high school in their own country;
4. Present a valid J-1 visa to the principal of the school to which the student is assigned;

5. Have academic command of the English language to function in a regular classroom.

The international exchange agency must document the student's English ability as part of the application process. No special assistance will be given by the school district to teach the English language;

6. Present documentation of acceptable academic achievement; and

7. Provide the school principal with:

a. A recent academic transcript;

b. Insurance documentation (accident and medical coverage);

c. Written permission of the program to take driver education and participate in interscholastic athletics, if applicable;

d. Results of a recent physical examination and proof of required immunizations;

e. A copy of any special rules and requirements contained in the international exchange agreement; and

f. Any other data required by the school or the Chapel Hill-Carrboro City School District.

International exchange students will be accepted for a year-long course of study or a first-semester course of study only. No second-semester placements will be made.

D. Placement of Students

The District will make the assignment of international exchange students to a school within the Chapel Hill-Carrboro City School District. Considerations in making such an assignment are based on:

1. The number of international exchange student slots available within a school during the school year, projected student enrollment, adequate facilities; and

2. The host family's address.

3. Students will not be permitted to transfer schools after the original enrollment in a school. The student must attend the school in which they originally enrolled. The selection of courses and extracurricular activities will be made through agreement with the local organization representative, the host family, school personnel, and the student.

4. The school shall designate a faculty member to act as an International Exchange Student Advisor who will serve as a liaison between the international exchange student and the school.

5. A member of the host family or the local program representative should contact school personnel to register the student and select courses and extracurricular activities. In an effort to increase the cultural understanding of America, all international exchange students are encouraged to take U.S. History and English III (American Literature).

6. Students will be allowed to participate in all extracurricular activities and intramural athletics available to them at the assigned school except where prohibited by restrictions

of the international exchange program.

7. Exchange students may participate in interscholastic athletics with the written permission of the program representative if they meet applicable eligibility requirements under the policy of the Chapel Hill-Carrboro City School District and the North Carolina High School Athletic Association and provide any other necessary documentation.

E. Graduation Eligibility

1. International exchange students may participate in high school graduation exercises if they are eligible to receive diplomas. To be eligible to receive a diploma, an international exchange student must meet all of the state and local requirements for graduation.

2. Students desiring to pursue a diploma at their host high school must notify the school of their intent upon entry to the school so that appropriate career pathways may be designated.

F. Special Agreements

1. Tuition is waived for all international exchange students who enroll in the Chapel Hill-Carrboro City Schools under these guidelines.

2. International exchange students are subject to all rules and regulations governing other students in the Chapel Hill-Carrboro City School District.

G. Chapel Hill-Carrboro City School Students Entering an Exchange Program

In order for a student to take courses abroad and receive high school credit for them in the Chapel Hill-Carrboro City School System, careful planning based on outlined procedures is essential. The result should be clear expectations on the part of students, their parents, and the school administration. In general, credit can be given for those courses which have substantial equivalency to a Chapel Hill-Carrboro City Schools' high school course in content and in hours. A syllabus from the school being attended will serve as documentation.

1. Responsibilities of Student

a. File "Request for Credit for Study Abroad" by July 1 of the year preceding the proposed study; course credit cannot be granted until the student submits a copy of the syllabus of the course(s) for which credit is requested. The hours of study and grading system in the course(s) must be included.

b. Notify the principal and receive approval of any course changes by December 31 of the study abroad year.

c. Mail first-semester grade reports received on approved courses to the student's high school.

d. Schedule and take required end-of-course examinations and teacher examinations of the Chapel Hill-Carrboro City Schools' course(s) for which substitution is to be made. This requires the student to be available one week prior to graduation from high school (June or August graduation available).

e. Notify the school of any changes in permanent address and telephone numbers.

2. Responsibilities of the School

- a. Approve or deny "Request for Credit for Study Abroad" no more than two weeks after the course syllabus is presented.
- b. Administer required end-of-course examinations and teacher examinations to students.
- c. Enter seniors studying abroad on the principal monthly report as an E1 on the last day of school.

Cross References: Behavior Standards for Transfer Students (policy 4115), Domicile or Residence Requirements (policy 4120), Tuition for Discretionary Admissions (policy 4135), School Assignment and Reassignment (policy 4150)

Adopted: February 3, 2005 Revised: 3/2/23

Chapel Hill-Carrboro Schools
