

ADMISSION OF FOREIGN EXCHANGE STUDENTS - REGULATION

Policy Statement

Lisbon School Department recognizes the diversity and cultural awareness that foreign exchange students bring to the academic and social life of our schools and communities. Therefore, we support and encourage the placement of these students by responsible organizations and/or individuals. Foreign exchange students will be welcome in Lisbon School District schools under the following guidelines.

Regulations Pertaining to J-1 Students

J-1 exchange students are those who have obtained their non-immigrant J-1 visa and admission to the US based on a certificate of eligibility (Form IAP-66) which may only be issued by a responsible officer from a USIA designated program. This officer is obligated to ensure compliance with USIA regulations by both the sponsoring organization and its program participants. Consequently, the exchange visitor is the responsibility of the program sponsor - not the host family, school or other party where the student is placed.

A. School Regulations

1. Lisbon School Department will accept students from those programs which are USIA designated and approved for listing by the Council on Standards for International Educational Travel (CSIET). In addition, the program must have a local representative living within a 30 mile radius of Lisbon. Programs must apply in writing for participation in Lisbon School District schools and their local representative must meet with the principal or a designated representative. The principal or designated representative will evaluate those programs applying for acceptance.
2. Lisbon School (LHS) will accept up to Three (3) students during any one semester. Priority will be given to those students placed through in-house programs, especially those associated with the foreign language curriculum.
3. Organizations must obtain prior approval of acceptance in writing from the principal or his/her designee before placing a student with a family. This written approval must be obtained by August 1st for those students entering the Fall semester or December 1st for those entering the Spring semester.
4. Lisbon School District will accept students between the ages of 16 years and 18 and 1/2 years old.
5. Exchange students will be granted a Certificate of Completion for their course of study if they have met the LHS attendance requirements and successfully complete all course work. Students may apply for a diploma based on proof of successful completion in their home school of a course of study equivalent to that required of Lisbon School District students.
6. LHS will grant academic credit for work completed based on the same criteria used for US students.
7. Lisbon School Department will waive tuition fees for those exchange students living within the District.
8. Exchange students must comply with the LHS attendance policy. Absences from classes in order to give presentations in other Lisbon School Department classes, schools or communities will be excused.

9. Exchange students will be enrolled in classes on a space available basis after local Lisbon School District students have been enrolled. LHS will require all exchange students to take one (1) credit of English and one (1) additional credit of either US History or English during each semester they are enrolled. In addition, students must meet their own program requirements. Students will be allowed to participate in Senior activities and graduation if they wish.

B. Program Sponsor Responsibilities

1. Programs must screen students for the following qualifications:
 - a. English Language Proficiency. Programs must provide proof of adequate English language proficiency to study in a US high school. The criteria for such proficiency will be satisfactory scores on a standard ESL test (i.e. SLEP) and/or successful participation in a personal interview conducted in English. If a student is found to be deficient in English the program must provide a tutor until adequate proficiency is attained.
 - b. Personal Qualifications. Programs must evaluate students through a personal interview and/or submit a recommendation from the student's principal or designee.
 - c. Previous Academic Record. Programs must submit proof of satisfactory completion of the course of study followed in the student's home school.
2. Programs must screen prospective host families on the basis of a personal interview in their home. Every effort should be made to match families and students on the basis of criteria appropriate to the program.
3. Programs must provide pre-departure orientation for their students in the home country and language. In addition, the local representative must hold an orientation meeting with the student and his/her family within one (1) week of the student's arrival. Local representatives must provide orientation for the host family prior to the arrival of the student.
4. For each student enrolled, the program must provide the following information:
 - a. insurance verification in English,
 - b. immunization record,
 - c. English translation of transcript,
 - d. name, address and telephone of contact person, and
 - e. host family information including name, address, telephone, name of any host students currently enrolled in host school.

C. Regulations Pertaining to F-1 Students

F-1 exchange students are those who have obtained their non-immigrant F-1 visa and admission to the US based on a certificate of eligibility (Form I-20A-B) which may only be issued by a Designated School Official from a US Immigration and Naturalization Service (INS) approved school. This official is obliged to ensure that the school complies with the INS regulations. Consequently, the school is responsible to the INS for the foreign exchange student. The F-1 foreign student also has obligations under US immigration regulations. An F-1 student must:

- a) have sufficient financial resources for the anticipated stay in the United States;
- b) have a residence abroad to return to upon completion of the program in the United States; and,
- c) always maintain lawful immigration status while in the United States.

1. School/US Guardian Responsibilities

Anyone enrolling a student under an F-1 visa must submit proof of personal qualifications of the student based on the recommendation of the student's home school principal or designee.

Proof of English language proficiency sufficient for successful study in a US high school. Criteria for evaluation will be satisfactory score on a standard ESL test and/or recommendation of the student's English teacher. If the student is found deficient in English the US Guardian must provide a tutor until adequate proficiency is attained.

2. Verification of Financial Solvency as Required by Immigration.

- a. Lisbon School Department agrees to provide F-1 students a standard course of study appropriate to the student's grade level. All course requirements and enrollment limitations pertaining to J-1 students are applicable to F-1 students as well.
- b. Anyone enrolling a student on an F-1 visa must show proof that they have met all immigration requirements for the placement.

3. School Regulations.

- a. A student applying for admission under an F-1 visa will be considered as one of the three (3) exchange students accepted in any one semester.
- b. Any individual seeking to enroll a student under an F-1 visa must complete all immigration forms and requirements for this student. In addition, they must apply in writing for permission to enroll the student. The principal or his/her designee will evaluate each request.
- c. All regulations regarding Certificate of Completion, credit, tuition waiver, attendance and student privileges which apply to those students on a J-1 visa are applicable to those on an F-1 visa as well.

4. Student/US Guardian Responsibilities.

Upon acceptance they must submit:

- a. insurance verification in English,
- b. immunization record,
- c. copy of a round trip airline ticket to student's home country,
- d. English translation of transcript,
- e. information on US Guardian including name, address, telephone, relationship to foreign student, and,
- f. information on host family (if different from guardian) including name, address, telephone, name of any host students currently enrolled in host school.

It is illegal for a US high school to enroll any non-immigrant visitor to the US who holds a B-Visa (Tourist Status Visa). Any school that enrolls such a visitor may be subject to state and/or federal penalties.

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