

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 8025-3
SUBJECT: STUDENT TRANSFERS AND ENROLLMENT - FOREIGN EXCHANGE STUDENT GUIDELINES	DATE OF ISSUE: 07/13/00 <hr/> REVISIONS: 02/08/08; 06/17/10; 06/25/18 <hr/> PREPARING OFFICE: DEMOGRAPHIC SERVICES

I. PURPOSE:

To establish consistent guidelines for the enrollment of foreign exchange students.

II. PROCEDURE:

The following guidelines have been agreed upon by all high school administrators and will be consistently implemented at all district schools.

- A. All applications for foreign student admissions must be submitted in full to the high school administrator or his/her designee for signature. The application packet must contain, at a minimum, transcripts translated in English that illustrate the description, frequency, and duration of classes taken, immunization records (that meets the Kansas guidelines), and a brief writing sample or interview notes.
- B. All foreign exchange students must be proficient in reading, writing and speaking English. Enrollment in the District's English Language Learners (ELL) program will not be permitted. It shall be the responsibility of the student's foreign exchange placement program to provide any necessary assistance to help the student meet the acceptable standards. If this cannot be accomplished, the student's eligibility for placement shall be reviewed by the superintendent and/or the superintendent's designee.
- C. The student shall be assigned to the high school that serves his/her host family's legal address. The foreign exchange placement agency representative may not serve as the host family for the student. If extenuating circumstances arise, an application of transfer may be filed through the office of Demographic Services. An approved transfer must be in place prior to submission of an application packet to the desired school.
- D. No additional tuition will be charged to the student for attendance at a USD 501 high school. However, all enrollment fees (including book rental, locker fees, etc.) and meal cost, for all foreign exchange programs, will be the responsibility of the student or host family.
- E. The district shall not impose "quotas" for limiting the number of foreign exchange students admitted at each building. However, each school reserves the right to restrict or halt the process of approving applications based on the ability to serve and provide service. The decision to discontinue the processing of applications for

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foreign exchange students will be made by the building administrator in consultation with the superintendent and/or the superintendent's designee . The superintendent of schools shall be notified of the action as well.

- F. All applications for foreign exchange students shall be submitted to the appropriate administrator no later than July 1. Applications submitted after the deadline will not be approved. All foreign exchange students are strongly encouraged to be present at one of the sessions for new student enrollment.**
- G. Students arriving and attending initially after the 10th day of school will not receive credit for the semester term. Students will not be accepted after September 20 unless approved by the superintendent and/or the superintendent's designee after consultation with the high school principal.**
- H. If a high school diploma is desired, foreign exchange students are subject to graduation requirements as described in Board of Education Policy 6150. All requirements must be met by the time of the graduation ceremony.**
- I. Any host family not affiliated with a Federally registered foreign exchange placement agency who wishes to host a foreign exchange student must satisfy all requirements detailed in Regulation 8025-3. The potential host family must contact demographic services for processing of federal documentation required for issuance of a student VISA.**
- J. Foreign exchange students are bound by District conduct standards and rules and the standards and rules of the U.S. Immigration and Customs Enforcement office. Failure to abide by these standards will result in disciplinary action, which may include expulsion from the school.**
- K. Kindergarten through eighth grade students are not eligible for student VISAs and are therefore not eligible for foreign exchange placement.**
- L. All foreign exchange students must have home placement secured before coming to the United States. During the school year, if the original family is unable to continue participation in the program, the student may be moved to another family within the school district. This change shall be communicated to the respective school administration.**