

ADMISSION OF FOREIGN EXCHANGE STUDENTS

Academic Requirements

No student will be admitted who has already graduated from the equivalent of twelfth grade or who will reach the age of nineteen on or before September 30 of that school year.

The student must have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting without special assistance. The WSD will not provide tutoring or other services to support the student.

The district will not provide foreign students with admission to special education programs, english as a second language programs, post- secondary options or other special programs.

Students are expected to take five classes per term including one language arts or English class and one American history or government class equivalent to the corresponding grade level for which they are assigned.

Students are exempt from state testing unless the district determines otherwise.

General Requirements

Foreign students are responsible for complying with all district policies and regulations, including residency in Windham.

Foreign students are expected to pay for all, books, athletic and student activity fees and other fees, and all other expenses normally borne by students in the district. Foreign students are not entitled to free or reduced prices for lunches.

Legal References:

Windham School Board	Policy Code: JFABB-R
Revised: November, 1999 New Policy: April, 1999 Revised: May 24, 2005 Adopted: July 5, 2005 Revised: January 10, 2017	Page 1 of 3

The host family and local program representative must maintain personal contact with the school, must be available and willing to meet with school personnel when problems or circumstances require and must assume full and final responsibility for resolving problems.

Admissions process

Application for admission must be received by the district by March 31 for the following school year except under unusual circumstances.

All applications will be screened by the Director of Guidance before they are forwarded for review and approval of the principal of the school where admission is being requested.

Upon the student's arrival in the district, the adult sponsor (host family and/or local representative of the exchange program) and student must come to the school to complete the enrollment process.

Students requesting admission must submit:

1. Birth certificate or other proof of age.
2. Recent official transcript with English translation reflecting courses taken and grades earned
3. Records showing any required immunizations
4. Evidence of medical insurance that will cover the student while residing in the district.
5. Copy of Visa
6. A letter of application that provides student demographics.
7. The names, addresses and phone numbers of the exchange student's own parents/guardians, the host family and the local exchange program representative.

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8. Proof of English proficiency, including evidence that the student has successfully completed a minimum of three years of instruction in English and a letter of recommendation from the English language teacher documenting the level of proficiency or evidence that the student has passed a test of English language proficiency, such as the SLEP, TOEFL or FSI.
9. A notarized temporary custody agreement between the student's parents and the host family and/or exchange program.

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