
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

BOARD POLICY JECBA: FOREIGN EXCHANGE STUDENTS

The Carroll County Public Schools recognizes the value of foreign exchange programs and appreciates the contributions exchange students make to the school and general community. Because of the increasing number of exchange programs now in operation, it is necessary to establish basic guidelines for foreign student enrollment.

Prior to commitment to host families, exchange program coordinators will obtain enrollment approval from the appropriate high school principal.

- A. In order to be considered for enrollment, foreign exchange students should be at least fifteen years of age and must meet the requirements of Board of Education Policy JECBA.
- B. The foreign exchange student must be under the auspices of an approved exchange student organization or agency. Approved agencies are those authorized by the United States Department of State for which an exchange visitor program number has been assigned.
- C. Enrollment will be considered for full year or semester programs only.
- D. High school principals will be responsible for determining the number of potential placements, and for approving enrollment of foreign exchange students in their respective schools. Principals will determine, by April 1, the maximum number and specific foreign exchange students who may be enrolled for the following year. Priority is given to applicants that will reside with host families that have children attending the host school.
- E. Students must meet Board of Education requirements with regard to school attendance areas.
- F. Sponsoring programs must complete a Foreign Exchange Student Enrollment Application by June 15. A copy of the approved application will be forwarded to the Director of High Schools.
- G. Sponsoring programs must submit transcripts and health/immunization records with the Foreign Exchange Student Enrollment Application.

H. Program Completion and Participation in Graduation Exercises

- a. Foreign exchange students should be granted an opportunity to participate in graduation exercises.
- b. Comment at the graduation ceremony and/or notation on the graduation program should be made designating foreign exchange students.
- c. All participants in a student foreign exchange program must complete at least one year of study in order to receive the Maryland International Student Certificate.
- d. In exceptional circumstances, a foreign exchange student may be awarded a Maryland High School diploma if the student meets all graduation requirements. The foreign exchange student must present a written request identifying the reasons why the diploma is requested along with a complete, official transcript of the student's academic record to date including the high school record from the student's homeland. This request must be made when submitting the Foreign Exchange Student Enrollment Application. School staff will review the record and make a recommendation to the principal regarding the awarding of a diploma. The principal shall have the authority to determine if a diploma will be awarded.