

DESCRIPTOR TERM: Instructional Program	Millard District Policy File Code: 5090 Approved: 04-08-21
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FOREIGN EXCHANGE and PRIVATELY PLACED FOREIGN STUDENTS

In December of each year, the Director of Student Services shall inquire of secondary administrators if they are interested in participating in the state-sponsored foreign exchange student program for the upcoming year. If they opt to participate, the following policies and requirements will apply to all Foreign Exchange Students attending schools within the Millard School District:

1. All foreign exchange students must make application for admission to the Millard School District through the Office of Student Services. Applications must be on file with the district no later than July 15th of the year they intend to enroll in school.
2. The district shall only accept foreign exchange students who qualify to be included in district membership for purposes of funding, or who pay tuition.
 - a. The district may include membership and attendance of foreign exchange students for the purpose of apportionment of state funds if the student is sponsored by an agency approved by the Director of Student Services.
 - b. The Director of Student Services may approve a foreign exchange student agency upon the agency providing a sworn affidavit of compliance that the agency has and will continue to comply with all state laws and district policies regarding the placement of foreign exchange students. A list of the minimum requirements are included on the affidavit (see attached copy).
 - c. Only placement agencies that have been evaluated and approved by the Council on Standards for International Educational Travel (CSIET) will be utilized in the Millard School District.
 - d. Privately placed foreign students must pay tuition. Tuition will be based on current per pupil average costs and must be paid prior to the first day of each semester.
3. No more than 2 (two) foreign exchange students may be enrolled at any one high school each year.

4. Applicants must be 17 (seventeen) years of age, or younger, as of September 1st of the year they intend to enroll in school.
5. Students/guardians/host families must provide records that allow for proper placement, including:
 - a. demonstrated English language proficiency;
 - b. courses completed;
 - c. grades earned (including a transcript, where applicable);
 - d. recommendation from teacher(s) or principal;
 - e. health record/immunizations, including proof of a tuberculin (TB) skin test given within six (6) months of enrollment; and
 - f. copy of:
 1. completed agency application (foreign exchange students only); or
 2. completed out-of-state residency application (privately placed foreign students only)
6. Students are expected to maintain at least a 2.0 GPA.
 - a. If tutoring is required to help a student succeed, any costs must be the responsibility of the host family or agency.
 - b. Students are not eligible for ESL (English as a Second Language) or special education programs.
 - c. Students not meeting this expectation will be referred back to the sponsoring agency or responsible adult to return home.
7. Students must adhere to state law and district policy.
8. The primary purpose of school enrollment is to improve the foreign student's knowledge of American culture and language through active participation in family, school and community life.
 - a. Students shall not be allowed to enroll if they have already graduated in their home country.
 - b. Students may earn a certificate of completion indicating courses taken.

- c. Students desiring a high school diploma must meet all district graduation requirements.
9. Applicants/guardians must be willing to pay all relevant school fees (Board approved activity, lab and participation fees). Foreign exchange students in the Millard School District are not eligible for fee waivers.
 10. It is recommended that foreign exchange students not enroll in Driver Education courses.

**FOREIGN EXCHANGE STUDENT AGENCY
AFFIDAVIT**

State of Utah County of Millard

BEFORE ME, the undersigned Notary, _____

[Name of Notary before whom affidavit is sworn], on this _____ day of _____

[month], 20____, personally appeared _____

[name of affiant], known to me to be a credible person and of lawful age, who being by me first duly sworn, on _____ *[his/her]* oath, deposes and says:

_____ *[he/she]* is vested with authority to represent _____
_____ *[name of foreign exchange student agency]* and that said foreign exchange student agency has complied with all applicable State laws and policies of the **Millard School District** including the following:

The aforesaid foreign exchange student agency assures the district that all foreign exchange students placed through their agency have:

- demonstrated English language proficiency;
- provided a translated copy of his/her transcript to allow proper grade placement and will include a copy of such with the application;
- provided a translated copy of health record/immunizations and will include a copy of such with the application;
- provided proof of a tuberculin (TB) skin test given within six months and will include a copy of such with the application; and
- not already graduated in his/her home country.

The aforesaid foreign exchange student agency further assures the district that it has:

- conducted a household study of each household where exchange students reside and will include a copy of such with the application;
- conducted a background check consistent with UCA § 53A-3-410 of all adult residents in each household where exchange students reside and will include a copy of such with the application which shall include the names and dates of birth along with results;
- conducted a background study of each household to assure that the exchange student will receive proper care and supervision in a safe environment;
- provided host parents with training appropriate to their positions, including information about enhanced criminal penalties under UCA § 76-5-406(10) for persons who are in a position of special trust;
- visited each exchange student’s place of residence and will have a representative of the agency visit at least monthly during the exchange student’s stay in Utah, and shall keep a record of these visits which shall be provided to the district upon request;

- cooperated, and will continue to cooperate, with school and other public authorities, to ensure that no exchange student becomes an unreasonable burden upon the public schools or other public agencies;
- given, in the exchange student's native language, names and telephone numbers of agency representatives and others who could be called at any time if a serious problem occurs; and
- readily available alternative placements so that no student is required to remain in a household if conditions appear to exist which unreasonably endanger the exchange student's welfare.

Signature of Affiant

Date

Typed Printed Name of Affiant

Address of Affiant

Subscribed and sworn to before me, this ____ day of _____ [month], 20__.

[Notary Seal:]

Signature of Notary

Typed or Printed Name of Notary

NOTARY PUBLIC

My commission expires: _____, 20__.