

# Regulation

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries: Policy IM**  
**Responsible Office: Office of Curriculum and Instruction**

### **VISITING AND FOREIGN EXCHANGE STUDENT PROGRAM**

#### **A. PURPOSE**

To establish procedures for implementing a visiting and foreign exchange student program.

#### **B. BACKGROUND**

The purposes of the program are to improve the foreign student's knowledge of American culture and language and to enhance the Anne Arundel County Public Schools students' knowledge of foreign cultures.

#### **C. PROCEDURES**

##### **1. Acceptance Process**

The Anne Arundel County Public Schools' (AACPS) International Student Office (ISO) will act as the liaison between the student-exchange organization and the school.

- a. The representative of the exchange program will contact the AACPS' ISO in writing on or before July 15 in the year enrollment is planned to request written authorization to enroll a visiting or foreign exchange student and submit an enrollment application that has been completed by the student's parents/guardians.
- b. The exchange organization must document that the student has demonstrated the ability to function academically in English without the support of English for Speakers of Other Languages (ESOL) classes.
- c. Based on the proposed residence of the visiting or foreign exchange student (or the residence of the proposed host family), the ISO will contact the principals of the appropriate schools for approval of the visiting or foreign exchange student placement.
- d. The ISO shall notify the exchange program representative when the placement has been approved or denied. An appeal of a denied placement will be resolved according to Board Policy JAB.

2. Registration and Eligibility Process
  - a. The host family will contact the school principal for an appointment to enroll the student in school after the student arrives in his/her home.
  - b. At the time of enrollment the following information must be provided:
    - (1) English translations of official school records;
    - (2) Proof of residence of the host family;
    - (3) Immunization records;
    - (4) Passport with a J-1 visa;
    - (5) A copy of the visiting or foreign exchange student program consent form from the parent/agency giving the host parents the authority to act on behalf of the student in emergency medical treatment and education decisions; and
    - (6) A copy of the visiting or foreign exchange program application.
  - c. All visiting or foreign exchange students are required to enroll in a full year of English and United States History classes.
3. Withdrawal and Transfer
  - a. The representative of the exchange organization will notify the principal or designee if a visiting or foreign exchange student withdraws from the school during the school year.
  - b. The representative of the exchange organization will notify the ISO if a student changes host families or must transfer to another school during the school year. The ISO will contact the principal. The visiting or foreign exchange student will follow established transfer procedures.
4. Diploma Requirements
  - a. If a diploma is requested, the student's official transcript will be evaluated and appropriate credits awarded.
  - b. The student will be notified in writing by ISO of the courses and tests the student will be required to take and pass in order to meet graduation requirements.

*Regulation history:* Developed by Superintendent: 6/1/11  
Reviewed by Board of Education: 8/17/11  
Issued: 8/17/11

*Note previous regulation history:* Replaces Regulation AR612 issued on 5/20/91