

Saint Lucie Public Schools

Office of Student Assignment

INTERNATIONAL EXCHANGE STUDENT PROGRAM ELIGIBILITY REQUIREMENTS AND PROCEDURES

Saint Lucie Public Schools recognizes the importance of intercultural and international education as part of a school program.

Any student from a foreign country sponsored by an International Exchange Student Program who fulfills all eligibility requirements (applicable federal, state, and District regulations), including the approval of the principal, may attend a Saint Lucie Public high school at the discretion of the Saint Lucie Public School Board. All students must be approved by the District, through the Office of Student Assignment before enrolling in a District school. In no case, can the number of International students exceed 10 without the approval from the Superintendent. The District reserves the right to limit the number of students placed by any sponsor or from any country.

Organizations and institutions sponsoring students must be approved by the Council on Standards for International Educational Travel (CSIET) and have a J-1 Exchange Visa to be eligible to participate in the International Exchange Visitor Program.

ELIGIBILITY REQUIREMENTS

1. **Sponsors:** CSIET-approved organizations that are sponsoring an International exchange student shall supply the name, address and telephone number of the local area representative residing in Saint Lucie County.
2. **Local Area Representatives:** Local area representatives shall be residents of Saint Lucie County and available at any time in the event of an emergency or a concern involving the sponsored International exchange student.
3. **Students:** Students shall meet the following eligibility requirements prior to acceptance:
 - A. Be sponsored by a CSIET-approved International exchange organization.
 - B. Be at least 15 but not more than 17 years of age on the date of enrollment in the Exchange program *and* not have completed more than 11 years of primary and secondary education (exclusive of kindergarten). **Students who have already graduated will not be allowed to enroll in a District high school.**
 - C. Be accepted by a host family approved by the CSIET approved sponsoring organization. **The student cannot be hosted by the local area representative seeking to have him or her assigned to a District high school.**
 - D. Gain entry into the United States with a J-1 Exchange Visa.
 - E. Provide evidence of sufficient knowledge of the English language. **The student must be able to participate in high school classes in which he or she is enrolled in.**
 - F. Provide an English translation of his or her official academic transcript reflecting at least two years of core and elective courses prior to entry into the program. **A description of each course shall also be included.**
 - G. Provide proof that the immunization requirements have been met based on Florida law.
 - H. Provide proof of health, accident and liability insurance coverage that is valid in the United States.
 - I. Agree to be in attendance for two consecutive semesters.
 - J. International Exchange students can not earn a high school diploma from SLPS or enroll as Seniors
 - K. Exceptions will not be made for entrance to Saint Lucie Public Schools.

I _____, local area representative, acknowledge receiving and reviewing the procedures and guidelines to have an International exchange student approved for admissions into a Saint Lucie public school. _____ (Initial)

PROCEDURES FOR ADMISSION OF ELIGIBLE STUDENTS

The sponsoring organization must apply for and obtain the approval for admission of the International exchange student from the Student Assignment Office through the local area representative at least fifteen (15) working days prior to the first day of classes. The local area representative is required to follow all policies, guidelines and procedures set by Saint Lucie Public School Board when requesting approval to have a International exchange student assigned to a District high school.

1. Approval/Admissions Process

- A. A copy of the Saint Lucie Public School Board International Exchange Program Timeline and Eligibility Requirements and Procedures shall be sent to local area representatives when requesting a school assignment for an eligible International exchange student.
- B. The local area representative is required to schedule a meeting with an Assignment Counselor or Student Assignment Administrator to review the International Exchange Application Packet(s) when it is submitted for action (approval or denial).
- C. Written approval or denial of admission shall be given by the SA Administrator to the local coordinator of the sponsoring organization. **Note: Incomplete application packets will not be considered for a school assignment.**
- D. Upon receiving approval, the local representative will schedule an appointment with the principal of the assigned District school to gain his or her signature acknowledging the assignment and provide school records for the incoming International exchange student.
- E. Student Assignment will notify the school principal of all approvals and provide the names and grade levels of the International exchange student(s) who will be attending the assigned school.
- F. The sponsoring organization's local area representative **and** a member of the host family shall accompany the exchange student when registering him or her at the approved assigned school.
- G. The local area representative and the host family will assist the International exchange student with getting acquainted with the assigned District school and the rules governing the behavior of all students. Formal school entrance shall begin on the first day that school opens for all District students.
- H. The International exchange student shall follow school rules, Student Progression Plan, Code of Conduct and shall participate fully in the educational program assigned.

2. Supervision

- A. It is the sponsor's responsibility to make all travel and accommodation arrangements, including securing the host family.
- B. It is the sponsor's responsibility to resolve problems which arise between the student, the host family, and/or the assigned District school including, if necessary, changing the host family or arranging the early return of the exchange student due to unresolved or personal difficulties.
- C. It is the responsibility of the sponsor to notify the District school principal **and** the Supervisor of the Office of Student Assignment of all changes pertaining to a host family placement or an address and/or an early return of a student to his or her country of origin

3. Financial Support

As agreed upon, all expenses, including any school-related expenses are the responsibility of the sponsoring organization, the host family and the International exchange student.

4. Employment

Exchange students are not permitted to take regular or part-time jobs during their stay in the United States.

5. Athletic Eligibility

Exchange students shall follow School Board policies and be governed by the Florida High School Athletics Association rules and regulations regarding participation in inter-scholastic athletic competition.

6. Completion

The student shall be issued an official transcript of all work completed in the District upon completion of their time in Saint Lucie Public Schools.

7. Monitoring

CSIET-approved programs are monitored by the Office of Student Assignment for quality of International exchange student recruited (e.g., English proficiency, attitude, behavior) and appropriateness of host family placement (e.g., high school age student in host family home, family stability).

Sponsoring organizations which have violated requirements of student eligibility shall not be eligible to submit applications for students to attend Saint Lucie Public high schools for a period of two years. Programs with a second violation shall be permanently removed as approved programs for placement in Saint Lucie County.

**SAINT LUCIE PUBLIC SCHOOLS
OFFICE OF STUDENT ASSIGNMENT**

9461 Brandywine Lane
Port St. Lucie, FL 34986
Telephone: (772) 429-3930 Fax: (772) 429-3931

**INTERNATIONAL EXCHANGE STUDENT PROGRAM
APPLICATION SUBMISSION AND ADMISSIONS TIMELINE**

Saint Lucie Public Schools Office of Student Assignment will use the following timeline to process CSIET approved International exchange organizations request for high school placement. Changes may occur depending on total number of request received for International exchange student placements.

January thru August – Open Enrollment

- Open Enrollment for August begins January for high school students
- Revised guidelines and procedures will be available on the District website
- International exchange student application packets must be submitted by the local area representative at least 15 working days prior to the start of school, after which, no applications will be accepted.
- Once the International exchange student's admission is approved, the local representative may schedule an appointment with the principal of the assigned District school and provide school records for the incoming International exchange student. The school principal (or his or her designee) will authorize the assignment at the conclusion of the meeting. ***The local representative should not contact the principal prior to Student Assignment approval.***
- Student Assignment will notify the school principal (or his or her designee) of all approvals and provide the names and grade levels of the International exchange student(s) who will be attending the assigned school.

May 1 – July 31 – Changes/Finalize Documents

- Local area representatives will communicate to the School principal (or his or her designee) and Student Assignment Administration any changes which impact the International exchange student's assignment with the host family and/or District School.
- Local area representatives and host family collaborate to ensure all required physicals and immunizations records satisfy Florida Law.
- Local area representatives and host family collaborate with the school counselor to register and schedule the student into courses.

Beginning thru the End of the school year

- The International exchange student must be in attendance on the first day of school.
- Local area representatives must communicate to Student Assignment any changes which impact the host family and/or District School assignment of an International exchange student.

SAINT LUCIE PUBLIC SCHOOL, FLORIDA
OFFICE OF STUDENT ASSIGNMENT
9461 Brandywine Lane, Port St. Lucie, FL 34986

INTERNATIONAL EXCHANGE STUDENT APPLICATION CHECKLIST

Instructions: Complete each section below. The required documents in **Section 2** should be checked off, placed in the order requested and submitted for review during the scheduled meeting between the Local Area Representative and the Student Assignment Representative. **Incomplete packets will not be processed.**

SECTION 1: BACKGROUND INFORMATION (Print)

Name _____ DOB _____
Grade Level at the time of Placement _____ Country of Origin _____
Attendance zoned high school requested _____

International Exchange Company (Print)

Company Name _____
Regional Representative Name _____
Email _____ Business Phone _____

Saint Lucie County Local Area Representative (Print)

Name _____ Email _____
Address _____ Zip Code _____
Daytime Phone _____ Evening Phone _____

Host Family (Print)

Name _____ Email _____
Address _____ Zip Code _____
Daytime Phone _____ Evening Phone _____

SECTION 2: APPLICATION CHECKLIST Assemble the application packet documents in the order as stated below:

- 1. Program Application Checklist (this form)
- 2. Student Application to International Exchange Program
- 3. Valid U.S. health, accident, and liability insurance
- 4. Health and Immunization (*HRS Form 680) and physical (signed by a licensed physician and dated within one year)
- 5. Proof of English language proficiency
- 6. Acknowledge receipt of International Exchange Student Program Eligibility Requirements and Procedures
- 7. Student academic record/transcript of grades – **Must include at least the last two school years of course work translated into English**
- 8. Host Family Application (complete description of each family member of host family)
- 9. Proof of host family residency in Saint Lucie County, Florida
- 10. Host family completes online Student Assignment application per district guidelines

***HRS Form 680 is obtained at the Saint Lucie County Health Department when the student immunization records are presented to that Department by the Exchange Company's local representative or the host family.**

Local Area Representative Name (Print) Local Area Representative Signature Date

Student Assignment Administrator (Print) and Signature Date