

## **Administrative Guidelines for the Registration, Enrollment and Placement of International Exchange Students (IES) in Howard County Public Schools**

The Howard County Public School System (HCPSS) benefits from the annual enrollment of international exchange students into our high schools. These students come to the United States through exchange programs approved by the Council on Standards for International Educational Travel (CSIET) and live with a host family for a full academic year. Students then return to their respective countries to complete their studies.

The following administrative guidelines have been developed to help exchange program representatives register and enroll exchange students in the HCPSS. Exchange program representatives should contact the International Exchange Student Liaison at the Office of International Student and Family Services for questions or additional information about these guidelines.

1. The exchange program placing the student must meet the accreditation standards of the CSIET located at <http://www.csiet.org/>.
2. Exchange students who hold a J-1 visa and meet all the requirements are admitted according to the guidelines established.
3. Exchange students are placed with a host family by the CSIET approved program. Students must attend school in the district in which the host family resides and are not eligible for other placement considerations. The host family must establish bona fide residency in Howard County in accordance with HCPSS Policy 9000.

Host parents do not become exchange students' legal guardians. The exchange student's natural parents remain legal guardians.

4. Exchange students must start school at the beginning of the academic school year. Exchange students are admitted for one academic school year and may not reapply for an additional year.
5. Each HCPSS high school has a maximum quota of five exchange students per academic year. A high school principal in collaboration with his/her supervisor may approve the enrollment of more than five such students in a year if there are sufficient resources.
6. Exchange students are required to have sufficient fluency in English. Students will not receive ESOL program services. The minimum proficiency test acceptable scores are as follows:
  - 740 on the Test of English as a Foreign Language (**TOEFL**) Junior,
  - 222 on the English Language Test for International Students (**ELTiS**),
  - A combination of 3's and 4's on the English Language Recommendation Form (**ELRF**).

7. The agency must submit transcripts of all high school years translated into English and with US grading equivalencies for confirmation of credits. This includes grades for the current marking period.
8. Exchange students will need to have all immunizations up to date. If at the time the application is submitted the student is missing some immunizations, the student will need to bring an updated record to present at school at the time of registration.
9. Exchange students must have a minimum 2.0 cumulative grade point average.
10. Exchange students will be placed in the grade level as determined by the Office of International Student and Family Services.
11. Exchange students may participate in extra-curricular activities, including athletics, if they meet eligibility requirements. Exchange students will be responsible for any associated activity fees.
12. Exchange students are encouraged to contribute to community service projects during their year of study.
13. Exchange students may participate in the graduation ceremony and receive a Maryland High School diploma only if they fulfill all the current Maryland graduation requirements. All other recognition activities should occur at end-of-the year award ceremonies.
14. Exchange students who have completed credits for graduation or have earned a secondary/high school diploma in their home country are not eligible for enrollment.
15. Exchange students who are placed in 12<sup>th</sup> grade and still needing to fulfill a 13<sup>th</sup> grade upon their return to their home country, will not be eligible for graduation.
16. Full-year course exams are given at the end of the second and fourth marking periods.

Exams may not be taken before a scheduled date in accordance with HCPSS Policy 8020. \*Note: Exchange students wishing to leave school early need to be aware that a "Z" code will appear on their record. All "Z" codes will be converted to "Es" for final exam grades on September 15 of the next year and final grades will be calculated. No student is exempt.

Complete exchange student applications must be received via e-mail by the Office of International Student and Family Services at HCPSS, by close of business (4:30 p.m. E.S.T.) on **June 1**, for processing for the following school year. Exchange program representatives will receive program acceptance information from HCPSS no later than **August 1**.