

MONONA GROVE SCHOOL DISTRICT

Administrative Rule 422.1

GUIDELINES FOR THE ADMISSION OF INTERNATIONAL EXCHANGE PROGRAM STUDENTS

1. Sponsoring Organizations

The Principal/Designee and Guidance Counselor shall review each organization annually for approval. Programs recommended for approval must be included on the National Association of Secondary School Principals' (NASSP) International Educational Travel and Exchange Programs advisory list and recommended based on prior exchange satisfaction.

2. Students applying must be at least 15 years old but not over 18 years of age by the first day of the school year of proposed admission.

3. Required Information

The sponsoring organization must provide the following information in writing:

- a. Method of student selection.
- b. Method of determination of English proficiency (see #10 below)
- c. Name of person responsible for providing the required customs and immigration forms.
- d. Housing arrangements and the process of selecting the host family.
- e. Arrival and departure dates of the student.
- f. Student records and experiences required for enrollment. Records include: (1) academic records; (2) health record; (3) immigration record; (4) record of extracurricular activities.
- g. Request to participate in the high school athletic program, if applicable. (Wisconsin Interscholastic Athletic Association (WIAA) guidelines shall be followed).
- h. Travel arrangements to and from the United States and while in the United States.
- i. Insurance coverage (including health, accident and liability for the student) which is affiliated with the U.S. Insurance Underwriters.
- j. Name, address and telephone number of host family with a statement of the family's responsibilities.
- k. Purpose and financial status of the sponsoring organization.
- l. Name, address and telephone number of the organization's area representative and his/her responsibilities.

4. Enrollment Procedure

- a. Whenever possible, school enrollment should be requested by June 1.
- b. The High School Principal and guidance counselor shall review the student's records prior to admittance.
- c. Following the records review, the High School Principal and guidance counselor shall meet with the program coordinator to determine eligibility for admittance.
- d. The host family shall arrange an enrollment meeting with the guidance counselor prior to the student's arrival and shall not accept a placement until the student has been accepted.

5. Number of International Students

The school reserves the right to limit the total number of international students for the year and the number from each country. The school's goal is to have a variety of countries represented, but not to exceed five international students per year.

6. To achieve a quality experience, classes for international students shall be selected with cooperation between the counselor and student keeping in mind the student's obligation to learn about American culture and the student's career and educational goals. The international student is expected to make a contribution to our community by sharing his/her culture.
7. If the international student fails to abide by school regulations or violates local, state or federal law, he/she shall not be allowed to continue to attend Monona Grove High School.
8. Graduating seniors shall receive an honorary diploma rather than the high school diploma.
9. The sponsoring organization shall be responsible for English as a Second Language (ESL) support. The Monona Grove School District shall not be responsible for tutoring or translation support services.

BOARD APPROVAL: March 14, 2007