

## **International Exchanges**

### Foreign Exchanges

In order to approve the admission of a foreign exchange student, the Superintendent or designee must receive a written request for enrollment by May 20 of the preceding school year.

All foreign exchange students must meet state and district immunization requirements.

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.31 - Immunizations)

### Athletics

Foreign exchange students shall be eligible for participation in interscholastic sports if their sponsoring program is listed in the California Interscholastic Federation (CIF) bylaws. Participation by other foreign students must be approved by the CIF section. (CIF bylaws, Article 2, Section 212)

### Transfer of Credits

Both district students and foreign exchange students who seek graduation credits for academic work completed in a foreign country must provide the Superintendent or designee with official transcripts, translated into English, which indicate:

1. Classes successfully completed.
2. The amount of time each class met and the total number of class periods held during the grading period, and
3. A descriptive or numerical evaluation of the student's academic performance.

At his/her discretion, the Superintendent or designee may assign pass or fail grades whenever the above transcript provides descriptive evaluations rather than letter or numerical grades.

(cf. 5121.1 District Credit for Transfers from Private Schools/Home Tutoring.)

### Diplomas

1. Foreign exchange students will be considered for a regular diploma if they have satisfactorily completed all of the following:
  - a. Met all district course requirements for high school graduation as evidenced by official transcripts from the student's native country in combination with the district transcript.
  - b. State Exit Exam beginning with class of 2004.

(cf. 6146.1 - High School Graduation Requirements/Standards of Proficiency)

(cf. 5121.1 - District Credit for Transfers from Private Schools/Home Tutoring)

2. Foreign exchange students who are not eligible for a regular diploma may receive an honorary diploma.

(cf. 5127 - Graduation Ceremonies and Activities)

3. At the discretion of the principal or designee, foreign exchange students who do not meet requirements for a regular or an honorary diploma may, at the end of their visit, be given a letter certifying the time period for which they were enrolled.

#### Student Visits, Student Exchanges

The following criteria represent standards by which the district will evaluate student/exchange programs. Only personnel and organizations that meet these criteria will be approved by the district to disseminate materials and information regarding their travel/study/exchange programs. The form and content of all informational materials to be distributed by a sponsoring organization must be approved by the:

1. General Content - Sponsors must provide the following information to the
  - a. Statement of purpose, viz. profit making, nonprofit making, tax-exempt, declaration of conflict of interest.
  - b. The name of backers (if other than the name of the person or organization) who bear the legal responsibility for the conduct of the program.
  - c. A list of clients (schools, agencies, etc.) in the district's immediate area who have participated in the past.
  - d. A list of students/teachers by gender and ethnicity who have previously participated in the program.
  - e. The name and address of the contact person who is in charge of the organization's legal base in the United States.
  - f. Names and foreign addresses and telephone numbers of contact persons while students are abroad.
  - g. Financial statement and accounting of all funds raised and expended for immediate past trip.
  - h. An assurance that parents/guardians of all student participants and all district personnel serving as staff execute and submit a statement of waiver acceptable to the school's attorney which exempts the district from liability, waiving all claims against the district and/or the State of California for injury, accident, illness or death occurring during or by reason of the foreign exchange/study program.

## 2. General Conduct of District Personnel Sponsors

District personnel who sponsor Board-approved student exchange/travel programs shall be considered unofficial representatives of the school district and shall conduct themselves accordingly.

Misconduct shall be defined but not limited as follows:

- a. Failure to properly supervise students as assigned and reported by students via telephone or within 24 hours of the return of such students to the United States.
- b. Failure to remain within reasonable telephone contact with the school district for emergency purposes.
- c. Failure to respond to directives from the Superintendent of Schools or sponsoring organization while on foreign soil.
- d. Acts of misconduct such as to cause embarrassment or injury to himself/herself, students or citizens.
- e. Initiating a change in the planned travel agenda after departure from the United States without authorization of the Superintendent of Schools.
- f. Encouraging or allowing students to participate in activities which are illegal in the United States but legal in the foreign country.
- g. Encouraging or allowing students to participate in activities which are illegal in the foreign country but legal in the United States.
- h. Allowing students to participate in activities which are inappropriate according to the parent/guardian, community or school district standards.

Reported acts of misconduct shall be dealt with according to standard district procedures. All employee rights shall be protected as guaranteed by fair labor standards and negotiated agreements.

## 3. General Conduct of School District Students and Foreign Visitors

District students and student visitors during domestic exchanges are expected to adhere to Board Policy 5131.1 through 5131.6.

District students who participate in Board-approved student exchange/travel programs shall be considered as authorized to be away from school during their regular school year. Students are expected to conduct themselves according to standards set forth in the Student Discipline Code for district students, Board Policy 5131.1 through 5131.6 and Board Policy 5132.

Students who fail to conduct themselves properly shall be disciplined according to the district's standards and procedures.

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