

Regulation

Las Cruces Public Schools

Related Entries: [JFABB](#), IKF, IKF-RA

Responsible Office: Chief Academic Officer

Foreign Exchange Students

I. PURPOSE

The development of procedures to govern the admission of non-immigrant exchange students to the Las Cruces Public Schools.

II. PROCESS

A. *Eligibility* - The process and guidelines are applicable to non-immigrant students requesting enrollment in one of the Las Cruces high schools under the sponsorship of an approved foreign exchange organization. No foreign exchange student will be admitted to the district without first obtaining approval for admission through the Office of Secondary Education.

B. *Timelines* - All required documentation must be filed with the Office of Secondary Education between April 1 and June 15 for the student to be eligible for placement in the following school year. Both year-long and semester placements must commence in September of the placement year. No second semester placement is available.

C. *Requirements*

1. The foreign exchange student must be between 15 and 18 years of age and reside with a host family living within the boundaries of the Las Cruces Public Schools. Once accepted, the foreign exchange student will be required to enroll in the school located in the attendance zone of the host family; transfers will not be allowed.

2. The student shall have English language proficiency and the academic ability to effectively participate in the regular programs of the Las Cruces Public Schools without special tutorial assistance. Acceptable documentation of the student's language proficiency may be a satisfactory test score on a test of English language proficiency or a video-taped conversation or equivalent as determined by the Director of Secondary Education. The test results shall be provided to the district prior to the student's acceptance.

3. A transcript in English of the student's grades is needed for evaluation. Neither grades nor credits will be transferred to LCPS.
 4. It is not the district's responsibility to provide any form of special tutorial help in English proficiency, academic assistance, or financial assistance.
 5. An immunization record and a student health report completed by a physician in the student's resident country translated to English shall be required and must comply with New Mexico State requirements.
 6. Verification of adequate medical coverage, both health and accident, shall be required.
 7. The prospective student shall submit a letter directed to the school district/school administrator with the reason for applying for study in the United States as well as letters of recommendation from the student's school principal and English teacher.
- D. *Review and Acceptance* - The Office of Secondary Education and the appropriate high school administrator will review all documentation presented and make a determination as to the acceptance of the foreign exchange student.
- E. *Notification* - Sponsoring organizations will be notified no later than June 30 regarding the acceptance or denial of submitted enrollment applications.

III. LIMITATIONS

The Las Cruces Public Schools limits the number of foreign exchange students admitted to five students per high school. Additionally, the Las Cruces Public Schools reserves the right to deny placement opportunities for all applicants relative to space availability in its high schools.

IV. SELECTION OF COURSES/EXTRA CURRICULAR ACTIVITIES

The selection of courses and extracurricular activities will be made through agreement with the program representative, the host family, school personnel and the student.

- A. The school may designate a faculty member to act as a Foreign Exchange Student Advisor who will serve as a liaison between the foreign exchange student and the school.

- B. A member of the host family or the local program representative should contact school personnel to register the student and select courses and activities. All foreign exchange students must take U.S. History, U.S. government and economics, and eleventh grade English.
- C. Students will be allowed to participate in all extracurricular activities and intramural athletics available to them at the assigned school except where prohibited by restrictions of the foreign exchange program.
- D. Exchange students may participate in interscholastic athletics with written permission of the program representative, if they meet applicable eligibility requirements under the policy of the Las Cruces Public School District and the New Mexico Athletics Association and provide any other necessary documentation.

V. **EXCHANGE STUDENT RIGHTS AND REQUIREMENTS**

- A. A J-1 student is a foreign exchange student who is sponsored by a USIA/CSIET designated exchange program.
- B. Foreign exchange students will be enrolled as full time students and will be subject to the same policies, rules of conduct and attendance requirements as regular students.
- C. J-1 foreign exchange students may not be financially compensated for work performed for the Las Cruces Public Schools in accordance with immigration requirements.
- D. J-1 foreign exchange students will be awarded a certificate of attendance in lieu of a diploma.
- E. Organizations responsible for students who are determined to be deficient in English language proficiency after enrollment will be required to:
 - 1. Terminate the student's placement; or
 - 2. Provide, and pay for, tutorial help until the student reaches proficiency, as determined by the Las Cruces Public Schools.
- F. Any special requirements (health or welfare) needed by the foreign exchange student will not be the responsibility of LCPS.

VI. **ADDITIONAL REQUIREMENTS FOR J-1 EXCHANGE STUDENTS**

- A. Foreign exchange organizations wishing to place students in an LCPS high school must be approved by the Council on Standards for International

Educational Travel (CSIET) and the United States Information Agency (USIA), a federal agency governing federal regulations. In addition, organizations must receive approval from the LCPS Director of Secondary Education prior to submitting an application for acceptance of a foreign exchange student.

- B. Each year during the month of March, the Office of Secondary Education will review and evaluate foreign exchange organizations desiring to place students in the Las Cruces Public Schools. To be considered for approval the organization will provide the following data:
 - 1. The organization's most recent brochure describing its programs;
 - 2. Evidence of health, accident and bonding insurance;
 - 3. Name, address and telephone number of the organization's local representative for the Las Cruces area; and
 - 4. Two letters of reference authored by local host families who have had students placed in their home by the organization within the last year. Reference letters should specifically address the family's working relationship with the organization and its local representatives.

VII. FAILURE TO COMPLY

- A. The U.S. Department of Immigration & Naturalization Services and the United States Information Agency will be notified whenever a sponsoring organization does not comply with the district policies governing the admittance of foreign exchange students.
- B. If, in the judgment of the school district, a sponsoring organization does not meet these responsibilities, it will be denied the opportunity to place a student in any of the district's schools until the difficulties have been resolved to the district's satisfaction.

VIII. PARTICIPATION IN SENIOR EVENTS

- A. Exchange students who would be classified as seniors in their homeland are to be invited and allowed to participate in traditional "senior" class activities and classified as "seniors" during their participation in the exchange.
- B. Exchange students are to be invited and allowed to participate in the graduation exercises with the graduating class in the year in which they participate in the exchange.

- C. Exchange students are to be given a Certificate of Attendance in lieu of a diploma, and shall be so designated on the graduation program.

History: New Regulation, Adopted 05.02.06



Approved, Chief Academic Officer

May 02, 2006

Date Approved