

## **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, coming to the United States through exchange programs approved by the Council on Standards for International Education Travel, are here for a one-year stay with a host family and return to school in their own country to complete their studies. It has been our practice to enroll up to five exchange students each year per school.

The following administrative guidelines have been developed to assist exchange program representatives in registering and enrolling exchange students in the HCPSS. Exchange program representatives should contact the International Exchange Student Liaison at the Office of International Student Services if they have any questions or need additional information about these guidelines.

- 1) The exchange student will be placed with a host family and attend school in the district in which the host family resides.
- 2) The exchange program placing the student must meet the accrediting standards of the Council on Standards for International Education Travel (CSIET).
- 3) Exchange students, holding a J-1 visa, who are here for one year of study through an approved exchange program and who reside with a host family with established bona fide residence in Howard County may be admitted according to the guidelines established for the enrollment of international exchange students. The exchange students must begin in fall semester.
- 4) After approval by the HCPSS, enrollment will be accepted at each of our high schools until they have reached their quota of five students.
- 5) Exchange students are required to have sufficient fluency in English. They will not be eligible to receive ESOL program services.
- 6) The transcript accompanying exchange students must be translated into English by the agency, so a confirmation of credits can easily be determined.
- 7) It is the expectation of the HCPSS that an exchange student has a high school cumulative 2.0 or above grade point average.
- 8) Students who have completed their studies or have graduated from a high school in their home country are **not** eligible to enroll.
- 9) Exchange students may take part in any extra-curricular activities, including athletics, provided by the school they attend. Exchange students will be responsible for any associated activity fees.
- 10) Exchange students are encouraged to contribute to community service projects during their year of study in this country.
- 11) Exchange students who meet the current Maryland graduation requirements, may participate in the graduation ceremony and receive a Maryland high School diploma. All other recognition activities should occur at end-of-the year award ceremonies.
- 12) Exchange program packets must be submitted to the Office of International Student Services, HCPSS, by **June 15**, for processing for the following school year. Exchange program representatives will receive program acceptance information from HCPSS no later than **August 1**.