

Policies, Regulations and Procedures Governing Foreign Exchange Students



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TABLE OF CONTENTS

INTRODUCTION	2
PROCEDURES FOR ENROLLING FOREIGN EXCHANGE STUDENTS	2
I. DISTRICT APPROVAL OF SPONSORING ORGANIZATIONS	2
II. ANNUAL REGISTRATION OF SPONSORING ORGANIZATION	2
III. CRITERIA FOR ACCEPTANCE OF FOREIGN EXCHANGE STUDENTS	3
IV. NUMBER OF FOREIGN EXCHANGE STUDENTS PER HIGH SCHOOL.....	3
V. DISTRICT REVIEW OF FOREIGN EXCHANGE STUDENT APPLICANTS	4
VI. ENROLLMENT OF ACCEPTED FOREIGN EXCHANGE STUDENTS.....	4
VII. COURSE ASSIGNMENT	5
VIII. GRADING AND CREDIT.....	5
IX. RIGHTS, PRIVILEGES, AND RESPONSIBILITIES OF FOREIGN EXCHANGE STUDENTS	6
X. RESPONSIBILITIES OF SPONSORING ORGANIZATION AND LOCAL REPRESENTATIVE	6
XI. RESPONSIBILITIES OF CCSD AND/OR THE HOST SCHOOL	7
XII. REVOCATION OR SUSPENSION OF SPONSORING ORGANIZATIONS.....	7
XIII. TIMELINES.....	7
APPENDIX A: U.S. DEPARTMENT OF STATE EXCHANGE VISITOR PROGRAM REGULATIONS	8
APPENDIX B: COUNCIL ON STANDARDS FOR INTERNATIONAL EDUCATIONAL TRAVEL	12
APPENDIX C: NEVADA INTERSCHOLASTIC ATHLETICS ASSOCIATION	17

INTRODUCTION

The purpose of this handbook is to provide foreign exchange organizational representatives and schools hosting foreign exchange students with procedures and policies related to admission of students in the Clark County School District (CCSD) who are in the United States under a J-1 Visa.

Foreign students who wish to enroll in the district that are sponsored by relatives instead of a foreign exchange organization must have an F-1 Visa and pay the appropriate tuition. For information regarding students who enroll with an F-1 visa, please contact the Federal Programs office at (702) 799-3850.

CCSD Policy 5118 and Regulation 5118 provide for the acceptance of organizationally-sponsored foreign exchange students and can be found on the CCSD website at <http://www.ccsd.net>

PROCEDURES FOR ENROLLING FOREIGN EXCHANGE STUDENTS

I. DISTRICT APPROVAL OF SPONSORING ORGANIZATIONS

The sponsoring foreign exchange organization must be approved by and registered with CCSD. In order to be recognized as an approved sponsoring organization in CCSD, the organization must do the following:

- A. Provide a copy of the Certificate of Acceptance issued by the Council for Standards for International Education Travel (CSIET) for the appropriate school year.
- B. Follow and provide written policies and procedures that are in compliance with the current regulations governing all aspects of the Exchange Visitor Program through the United States Department of State Exchange Visitor Program set forth at 22 CFR 62.25.
- C. Provide clearly defined and written policies and procedures for addressing issues related to host families, emergency situations, and placement issues, including terminating the student's placement;
- D. Provide clearly defined and written policies and procedures for providing adequate support services at the school and district level to assist with program-related needs and problems.
- E. Have clearly defined written policies and procedures for ensuring that the foreign exchange student's English proficiency is such that he/she will be able to function successfully in a CCSD high school.
- F. Have written procedures in place for providing English language assistance for the student at no cost to CCSD should this be necessary.
- G. Have a local representative living within Clark County who will be acting as liaison between CCSD, the sponsoring foreign exchange organization, and host parents.
- H. Provide the name and phone numbers of the local representative to be on file with CCSD.
 - I. Provide the dates, times, and place that local representatives (who will be selecting host families and counseling students) received official program training. This training is to be a formal, recognized program conducted by professionally qualified trainers. Long-distance training by manual and/or telephone shall not be considered adequate.
- J. Organizations that have not placed students in the district for more than one calendar year must re-apply for approval.

II. ANNUAL REGISTRATION OF SPONSORING ORGANIZATION

Once the sponsoring organization is approved, its local representative must complete the annual registration process. The local representative must do the following:

- A. Review the ***Policies, Regulations, and Procedures Governing Foreign Exchange Students*** and sign and file with the Coordinator, K-12 Foreign Language, the ***Representative's Acknowledgment of Foreign Exchange Policy Manual***.
- B. Complete and file with the Coordinator, K-12 Foreign Language the ***Local Representative's Annual Information Update***.

- C. Complete and file with the Coordinator, K-12 Foreign Languages the **Foreign Exchange Annual Update** and provide a copy of the annual authorization letter provided by the Council on Standards for International Educational Travel (CSIET).

III. CRITERIA FOR ACCEPTANCE OF FOREIGN EXCHANGE STUDENTS

To be granted approval as a foreign exchange student, the requesting student must be represented by an approved sponsoring foreign exchange organization. On behalf of the student, the organization must do the following:

- A. Apply to the office of the Coordinator, K-12 Foreign Language.
- B. Obtain a J-1 Visa for the foreign exchange student.
- C. Provide evidence that the student is a secondary student in his/her home country, has not completed more than 11 years of primary and secondary study, exclusive of kindergarten, and is no younger than fifteen (15) and under age eighteen and six month (18 ½) at the time of initial enrollment in a CCSD high school.
- D. Provide proof of English proficiency as evidence that the enrolling foreign exchange student has adequate English language proficiency to acquire knowledge in a district high school general education program. **Students from the following countries are exempt from testing.**
 - Denmark
 - Finland
 - Germany
 - Greenland
 - Iceland
 - Netherlands
 - Norway
 - Sweden
- E. "Adequate English language proficiency" is defined as follows:
 - 1. total scaled score of 40 or above on the *Secondary Level English Proficiency (SLEP)* test,
 - 2. total scaled score of 350 or above on the *Test of English as a Foreign Language (TOEFL)*,
 - 3. score of 75 or above on the *General Test of English Language Proficiency (G-TELP, Level 3)*, or
 - 4. score of 60 or above on the *Michigan Test of English Language Proficiency (M-TELP)*.
- F. If an organization places a student who is later assessed as deficient in English language proficiency, as deemed by the district, the organization will do one of the following:
 - 1. Terminate the student's placement.
 - 2. Provide, and pay for, tutorial assistance until the student reaches proficiency, as determined by the district.
- G. Provide letters of recommendation (in English) that attest to the student's maturity, good character, and scholastic aptitude.
- H. Certify that the foreign exchange student has not previously participated in a secondary student foreign exchange program in the United States.
- I. Provide evidence of immunizations required for enrollment in CCSD.
- J. Provide evidence that local references have been checked for the prospective host family.

IV. NUMBER OF FOREIGN EXCHANGE STUDENTS PER HIGH SCHOOL

A sponsoring organization may not place more than five students in one school unless the principal of the school has requested in writing the placement of more than five students from that specific organization.

- A. The total number of foreign exchange students enrolled in any given school is determined by the school enrollment size:
 - 1. Under 1,000 students – Maximum of four foreign exchange students.
 - 2. 1,001-2,000 students – Maximum of six foreign exchange students.
 - 3. 2,001-3,000 students – Maximum of eight foreign exchange students.
 - 4. 3,001-4,000 students – Maximum of ten foreign exchange students
- B. During its first year of approved participation in CCSD, a sponsoring organization may place a **maximum** of three (3) students in the district. Organizations that reapply for authorization following a period of inactivity who have previously been in good standing with the district will not be subject to this limitation.

V. DISTRICT REVIEW OF FOREIGN EXCHANGE STUDENT APPLICANTS

All requests to enroll foreign exchange students must be initiated by the sponsoring foreign exchange organization to the Coordinator, K-12 Foreign Language.

Upon receipt of the request, the Coordinator, K-12 Foreign Language will do the following:

- A. Determine if the sponsoring organization is approved and in good standing to enroll students in CCSD.
- B. Determine if the student meets the minimum eligibility requirements for enrollment as a foreign exchange student in CCSD.
- C. Determine if an appropriate host family has been identified. Appropriate is defined as a family that
 1. resides in CCSD,
 2. has met the sponsoring organization's qualification requirements,
 3. has met the requirements for host families outlined in the current regulations governing all aspects of the Exchange Visitor Program through the United States Department of State exchange regulations, 22 CFR 62.25,
 4. is not the Sponsoring Organization's representative responsible for supervising the student.
- D. Determine if the sponsoring organization has submitted evidence that local references have been checked for the host family.
- E. Determine if the sponsoring organization has already placed five students in the school for which the student is zoned; Sponsors shall not facilitate the enrollment of more than five students in one school unless the school itself has requested, in writing, the placement of more than five students.
- F. Provide to the sponsoring organization's representative the ***Policies, Regulations, and Procedures Governing Foreign Exchange Students*** and have him/her sign the ***Representative's Acknowledgment of Foreign Language Policy Manual***.
- G. Identify the high school for which the student is zoned based on the host family's address.
- H. Prepare a host family packet for each student.

VI. ENROLLMENT OF ACCEPTED FOREIGN EXCHANGE STUDENTS

Upon acceptance of the foreign exchange student, the host family will receive by mail a host family packet to include:

- A. Letter to the host parent.
- B. ***Foreign Exchange Host Parent Enrollment Instructions***.
- C. A completed and signed ***Foreign Exchange Student Enrollment Authorization***.
- D. Letter of introduction to the high school Counselor and Registrar.
- E. School Registration Form-Worksheet (CCF-705).
- F. Supplemental Health Card (CCF-768)
- G. Immunization Information Sheet.
- H. CCSD Calendar (9-Month Schools) for the academic year in which the student will be enrolling.
 - I. Host Parent Handbook.
- J. ***Acknowledgment of Foreign Exchange Policies***.
- K. Information on bus transportation.
- L. A copy of the student's program application package (for school files).

Within two weeks of enrollment, the host parent must provide the Coordinator, K-12 Foreign Language with the following:

- A. The ***Acknowledgment of Foreign Exchange Policies*** dated and signed by the host parent and the student.
- B. A copy of the foreign exchange student's passport page providing photo and identification information and the page showing the student's date of arrival in the United States.

The host parent must enroll the foreign exchange student in the high school for which the student is zoned based on the host family's address unless a Request for Zone Variance (CCF-836) has been

signed by the school principals at both schools and a copy has been provided to the Coordinator, K-12 Foreign Language.

To register the student, the host parent should call or visit the assigned high school to make an appointment. The counselor will assist in class selection and registration. The host parent should bring to the school the following:

- A. A completed and signed **Foreign Exchange Student Enrollment Authorization**.
- B. School Registration Form-Worksheet (CCF-705).
- C. The student's passport which includes the J-1 visa.
- D. Proof of the host family's residence address (i.e., two utility bills) or a completed and approved variance form.
- E. A completed Supplemental Health Card (CCF-768).
- F. The student's immunization record. *Nevada state law states that unless excused because of religious belief, a child may not be enrolled in a public school within this state unless his parents or guardians submit documentation that the child has been immunized and has received proper boosters. (NRS 392.435). If the student is not current on his/her immunizations, he/she must go to the Clark County Health Department or a local doctor to receive the immunizations.*
- G. A copy of all school records in the student's application papers and an official document from all academic institutions (equivalent to grade 7 through the most recent school year) with an English translation provided by the educational institution or sponsoring organization indicating courses studied, grades received, and an explanation of the grading system.

The school registrar should list both the host parent and the representative of the sponsoring organization as having the right to access student information and records. CCSD policies authorize the release of this information to them.

Foreign exchange students wishing to participate in interscholastic athletic competition must report to the host school's athletic office to determine whether he/she meets the eligibility requirements as set forth in NAC 386.795, **Nevada Interscholastic Activities Association (NIAA)**.

VII. COURSE ASSIGNMENT

All J-1 foreign exchange students must meet required course assignments and must be enrolled as **full-time students**. J-1 students must be enrolled in a **minimum of four academic to include English and U.S. History and/or American Government** and must take enough additional classes to meet attendance requirements established by the Nevada Administrative Code. The following areas of study are considered academic: English, Mathematics, Science, Computer Science, Foreign Language, and Social Studies.

J-1 foreign exchange students must be classified under "**English Exclusive**" status by the school registrar. U.S. State Department regulations forbid the enrollment of Foreign Exchange Students in English Language Learner (ELL) programs.

VIII. GRADING AND CREDIT

Foreign exchange students will be graded and evaluated based on CCSD Regulation 5121. Foreign exchange students will be granted credits for successful completion of course work.

Students who require an official transcript following the completion of their time in the district should contact the appropriate school registrar.

IX. RIGHTS, PRIVILEGES, AND RESPONSIBILITIES OF FOREIGN EXCHANGE STUDENTS

All foreign exchange students enrolled in CCSD are subject to the same state and federal laws and district policies, regulations, procedures, rules of conduct, attendance requirements, and academic performance requirements as non-foreign exchange students.

Foreign exchange students will be accorded all the rights and privileges of non-foreign exchange students, except as noted in this document, during their period of enrollment.

CCSD will not provide financial assistance or benefits to foreign exchange students.

Foreign exchange students will be responsible for all school fees and expenses.

Foreign exchange students may apply to attend CCSD magnet schools. Applicants must follow all application timelines and procedures. If the student is accepted, the student must attend the magnet school as a full-time student.

A foreign exchange student may participate in interscholastic athletic competition provided (a) the student meets all other rules and regulations regarding eligibility, (b) the student fills out and requests the principal to file the Request for Eligibility (NIAA Regulation 2070) with the Nevada Interscholastic Activities Association (NIAA), and (c) the student receives from the NIAA written permission to compete.

X. RESPONSIBILITIES OF SPONSORING ORGANIZATION AND LOCAL REPRESENTATIVE

The local representative of the organization shall do the following:

- A. Follow United States Department of State regulations governing visiting Secondary School Students.
- B. Ensure that no more than one exchange student is placed with a host family unless the express prior written consent of the Department of State has been secured.
- C. Follow the rules, regulations, and standards of CSIET.
- D. Follow the guidelines set forth in the ***Policies, Regulations, and Procedures Governing Foreign Exchange Students***.
- E. Act as liaison between CCSD, the sponsoring foreign exchange organization, and host parents.
- F. Check on the student's well-being in the host family on a monthly basis.
- G. Assist the school, as needed, in resolving any issues or concerns related to the foreign exchange student.
- H. Notify the Coordinator, K-12 Foreign Language and the school of any change in the host family, school, or withdrawal from the program by the end of the next regular school day. The local organization representative must provide a completed ***Foreign Exchange Student Placement Change*** and a completed and signed ***Foreign Exchange Host Family Reference Form*** in the case of a new host family.
- I. Secure from the Coordinator, K-12 Foreign Language a completed and signed ***Foreign Exchange Student Enrollment Authorization*** before the student may change schools and enroll in the new school.
- J. In the case of a zone variance change, a copy of a completed and signed Request for Zone Variance (CCF-836) must be submitted to the office of the Coordinator, K-12 Foreign Language, before authorization for enrollment will be given.
- K. Notify the Coordinator, K-12 Foreign Language and the local representative regarding any students with school disciplinary actions that require a suspension or notice of truancy.
- L. Notify the school of any changes regarding the student's host parents, address, phone number, etc.

XI. RESPONSIBILITIES OF CCSD AND/OR THE HOST SCHOOL

The office of the Coordinator, K-12 Foreign Language shall maintain the following:

- A. Complete file for each participating foreign exchange organization.
- B. Complete copy of the student's application file.
- C. Copy of the ***Foreign Exchange Student Enrollment Authorization*** and the signed ***Acknowledgement of Foreign Exchange Policies, Regulations*** for each participating foreign exchange student.
- D. Organization files including all the documentation provided by the organization's representative for approval and renewal.

The Host School shall do the following:

- A. Provide, to the local representative, upon request, electronic access to the student's attendance and academic records.
- B. Notify the Coordinator, K-12 Foreign Language when there are issues regarding the actions of the local representative or the appropriateness of specific host family selections.
- C. Notify the Coordinator, K-12 Foreign Language and the local representative regarding any disciplinary actions that require a suspension or notice of truancy.
- D. Provide foreign exchange students with all the rights and privileges of non-foreign exchange students, except as noted in this document, during their period of enrollment.

XII. REVOCATION OR SUSPENSION OF SPONSORING ORGANIZATIONS

Should the guarantee or documentation provided by a sponsoring organization prove to be invalid, further acceptance of foreign exchange students from that sponsoring organization will be dependent upon proof of compliance with CCSD policies, regulations, and procedures. The burden of proof rests with the sponsoring organization. The district reserves the right to verify that all information provided to the district or the school is correct.

Should the area representative of the sponsoring organization or the sponsoring organization fail to meet the responsibilities outlined in these procedures, the organization will be placed on suspension for one year during which time no students from that suspended organization will be accepted. After the completion of the one-year suspension, the organization must reapply for CCSD approval and will be subject to a first-year placement maximum of three students in the district.

XIII. TIMELINES

- **Approval of a New Sponsoring Organization**
All documentation must be complete, submitted, and approved before enrollment deadlines for that semester.
- **Annual Renewal of Approved Sponsoring Organization**
Documentation for renewal for the next school year must be received before an organization may submit student placement applications.
- **Application for Permission to Enroll a Foreign Exchange Student in CCSD:**
 - ***First Semester:*** Applications are accepted during office hours (7:00 AM – 4:00 PM) beginning the first Monday in March, through the second Friday in August
 - ***Second Semester:*** Applications are accepted during office hours (7:00 AM – 4:00 PM) beginning the first Monday in March, through the second Friday in January.
 - Any exceptions to these enrollments will be few and will only be made in cases of a documented emergency.
- **Recommended Deadline for Enrollment at the Host School:**
Before classes begin for the semester.

APPENDIX A
U.S. DEPARTMENT OF STATE
BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS
Exchange Visitor Program Regulations (22 CFR 62.25)

Secondary School Student (22 CFR 62.25) - Final Rule; Published in the Federal Register on April 4, 2006:

The Department of State adopts as final certain proposed amendments to existing regulations set forth at 22 CFR 62.25.

[Federal Register: April 4, 2006 (Volume 71, Number 64)]

[Rules and Regulations]

[Page 16696-16699]

Current regulations governing all aspects of the Exchange Visitor Program

22 CFR 62.25

Sec. 62.25 Secondary school students

Introduction.

a) Introduction. This section governs Department of State designated exchange visitor programs under which foreign national secondary school students are afforded the opportunity for up to one year of study in a United States accredited public or private secondary school, while living with an American host family or residing at an accredited U.S. boarding school.

Program sponsor eligibility.

(b) Program sponsor eligibility. Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations:

- (1) With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and
- (2) Which are United States citizens as such terms are defined in Sec. 62.2.

Program eligibility.

(c) Program eligibility. Secondary school student exchange visitor programs designated by the Department of State must:

- (1) Require all participants to be enrolled and participating in a full course of study at an accredited educational institution;
- (2) Allow entry of participants for not less than one academic semester (or quarter equivalency) nor more than two academic semesters (or quarter equivalency) duration; and
- (3) Be conducted on a U.S. academic calendar year basis, except for students from countries whose academic year is opposite that of the United States. Exchange students may begin in the second semester of a U.S. academic year if specifically permitted to do so, in writing, by the school in which the exchange visitor is enrolled. Both the host family and school must be notified prior to the exchange student's arrival in the United States that the placement is for either an academic semester or year, or calendar year program.

Program administration.

(d) Program administration. Sponsors must ensure that all officers, employees, representatives, agents, and volunteers acting on their behalf:

- (1) Are adequately trained and supervised and that any such person in direct personal contact with exchange students has been vetted through a criminal background check;
- (2) Make no student placement beyond 120 miles of the home of a local organizational representative authorized to act on the sponsor's behalf in both routine and emergency matters arising from an exchange student's participation in the exchange visitor program;

- (3) Ensure that no organizational representative act as both host family and area supervisor for any exchange student participant;
- (4) Maintain, at minimum, a monthly schedule of personal contact with the student and host family, and ensure that the school has contact information for the local organizational representative and the program sponsor's main office; and
- (5) Adhere to all regulatory provisions set forth in this part and all additional terms and conditions governing program administration that the Department may from time to time impose.

Student selection.

(e) Student selection. In addition to satisfying the requirements of Sec. 62.10(a), sponsors must ensure that all participants in a designated secondary school student exchange visitor program:

- (1) Are secondary school students in their home country who have not completed more than eleven years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age but not more than 18 years and six months of age as of the program start date;
- (2) Demonstrate maturity, good character, and scholastic aptitude; and
- (3) Have not previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in either F-1 or J-1 visa status.

Student enrollment.

(f) Student enrollment.

- (1) Sponsors must secure prior written acceptance for the enrollment of any exchange student participant in a United States public or private secondary school. Such prior acceptance must:
 - (i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student participant will attend; and
 - (ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable.
- (2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.
- (3) Sponsors must maintain copies of all written acceptances and make such documents available for Department of State inspection upon request.
- (4) Sponsors must provide the school with a translated "written English language summary" of the exchange student's complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.
- (5) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students.
- (6) Upon issuance of Form DS-2019 to a prospective participant, the sponsor accepts full responsibility for placing the student, except in cases of voluntary student withdraw or visa denial.

Student orientation.

(g) Student orientation. In addition to the orientation requirements set forth at Sec. 62.10, all sponsors must provide exchange students, prior to their departure from the home country, with the following information:

- (1) A summary of all operating procedures, rules, and regulations governing student participation in the exchange visitor program along with a detailed summary of travel arrangements;
- (2) Age and language appropriate information on how to identify and report sexual abuse or exploitation;

- (3) A detailed profile of the host family in which the exchange student is placed. The profile must state whether the host family is either a permanent placement or a temporary arrival family;
- (4) A detailed profile of the school and community in which the exchange student is placed; and
- (5) An identification card, which lists the exchange student's name, United States host family placement address and telephone number, and a telephone number which affords immediate contact with both the program sponsor, the program sponsor's organizational representative, and Department of State in case of emergency. Such cards may be provided in advance of home country departure or immediately upon entry into the United States.

Student extra-curricular activities.

(h) Student extra-curricular activities. Exchange students may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is:

- (1) Authorized by the local school district in which the student is enrolled; and
- (2) Authorized by the State authority responsible for determination of athletic eligibility, if applicable.

Student employment.

(i) Student employment. Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.

Host family selection.

(j) Host family selection. Sponsors must adequately screen and select all potential host families and at a minimum must:

- (1) Provide potential host families with a detailed summary of the exchange visitor program and the parameters of their participation, duties, and obligations;
- (2) Utilize a standard application form that must be signed and dated by all potential host family applicants which provides a detailed summary and profile of the host family, the physical home environment, family composition, and community environment. Exchange students are not permitted to reside with relatives.
- (3) Conduct an in-person interview with all family members residing in the home;
- (4) Ensure that the host family is capable of providing a comfortable and nurturing home environment;
- (5) Ensure that the host family has a good reputation and character by securing two personal references for each host family from the school or community, attesting to the host family's good reputation and character;
- (6) Ensure that the host family has adequate financial resources to undertake hosting obligations;
- (7) Verify that each member of the host family household eighteen years of age and older has undergone a criminal background check; and
- (8) Maintain a record of all documentation, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of three years.

Host family orientation.

(k) Host family orientation. In addition to the orientation requirements set forth in Sec. 62.10, sponsors must:

- (1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program;
- (2) Provide all selected host families with a copy of Department of State-promulgated Exchange Visitor Program regulations; and
- (3) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops which will familiarize the host family with cultural differences and practices.

Host family placement.

(l) Host family placement.

- (1) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:
 - (i) Facilitate the entry into the United States for an exchange student for whom a host family placement has not been secured;
 - (ii) Place more than one exchange student with a host family without the express prior written consent of the Department of State. Under no circumstance may more than two exchange students may be placed with one host family.
- (2) Sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or temporary placement, and facilitate and encourage the exchange of correspondence between the two prior to the student's departure from the home country.
- (3) In the event of unforeseen circumstances which necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.

Reporting requirements.

(m) Reporting requirements. Along with the annual report required by regulations set forth at Sec. 62.15, sponsors must file with the Department of State the following information:

- (1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or abuse of an exchange student participant. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the summary suspension and termination of the sponsor's Exchange Visitor Program designation.
- (2) A summation of all situations which resulted in the placement of exchange student participants with more than one host family or school placement; and
- (3) Provide a report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must provide at a minimum, the exchange visitor student's full name, Form DS-2019 number (SEVIS ID), host family placement (current U.S. address), and school (site of activity) address.

Dated: March 23, 2006.

Stanley S. Colvin,

Director, Bureau of Educational and Cultural Affairs, Department of State.

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APPENDIX B
COUNCIL ON STANDARDS FOR INTERNATIONAL EDUCATIONAL TRAVEL (CSIET)

The Council on Standards for International Educational Travel (CSIET) is a private, not-for-profit organization whose mission is to identify reputable international youth exchange programs, to provide leadership and support to the exchange and educational communities so that youth are provided with meaningful and safe international exchange experiences, and to promote the importance and educational value of international youth exchange.

CSIET's annual publication, the ***CSIET Advisory List***, contains information about programs which have been evaluated and deemed to meet CSIET's national standards.

Standards for Long-Term International Educational Travel Programs

These standards are intended for use in evaluating both inbound and outbound youth exchange programs of eight or more weeks' duration. For programs of shorter duration, please refer to CSIET Standards for Short-Term Programs.

Agent: Individual or organization authorized to represent or act on behalf of the organization in administering one or more aspects of the program, for example, an overseas partner.

Organization: Entity that sponsors international educational travel activities.

Program: Organized international educational travel activity that begins with participant recruitment and selection, includes the components outlined in the standards that follow, and terminates when the participant returns to his or her point of origin or otherwise severs the relationship with the program sponsor. Programs applying for CSIET listing must have a minimum of one current exchange participant in each cycle that is being evaluated for each program (i.e. long-term inbound and outbound: and short-term inbound and outbound).

Volunteer: 1. A representative who is compensated for out-of-pocket expenses only. If a representative receives regular compensation, such as a per student placement fee, this individual cannot be considered a volunteer. 2. A host family that provides room and board gratis to a student.

Federal Waivers: The CSIET Board of Directors has ruled that if the State Department or an agency of the U.S. government provides an exception that may affect compliance with CSIET standards, the organization to whom the waiver has been granted may operate under that exemption upon written presentation of such waiver to the CSIET Evaluation Committee.

Important Note: Organizations that apply to CSIET for listing are provided with a list of "Materials to be Submitted" to demonstrate compliance with CSIET Standards. If you wish to obtain the complete set of Standards with "Materials to be Submitted" please contact CSIET for a free copy.

STANDARD 1: EDUCATIONAL PERSPECTIVE

- A. Programs shall be designed to fulfill educational purposes related to an international experience.
- B. The organization sponsoring the program shall have clearly established goals and learning objectives to fulfill the educational purposes of its programs.

STANDARD 2: ORGANIZATIONAL PROFILE

- A. The structure and administration of the organization shall be clearly defined.
- B. The organization shall have the personnel needed to administer its programs effectively.

1. The organization is accountable for the full scope of the programs it administers, including actions taken and representations made by its agents, and maintains responsibility for its students both within the United States and abroad.
 2. The organization shall maintain direct, hands-on control of the placement and supervision of inbound students and the hiring, firing, and remuneration of local representatives. It may not enter into a relationship with another entity that appears to exercise such control.
- C. The organization shall be organized under the laws of one of the 50 states of the United States or the District of Columbia.
- D. The organization shall demonstrate success in international educational travel through at least one full year since its incorporation.

Supplemental Guideline: Date of Incorporation

The CSJET Board of Directors has determined that the intent of this Standard is to ensure that programs have participants on exchange for the Evaluation Committee to review in the current cycle. Accordingly, compliance with Standard 2D could be demonstrated if the applying organization documents one year of incorporation by the final Evaluation Committee meeting of the current cycle.

STANDARD 3: FINANCIAL RESPONSIBILITY

- A. The organization shall be capable of discharging its financial responsibilities to all participants.
- B. The organization shall have sufficient financial backing to protect all monies paid by participants and to ensure fulfillment of all responsibilities to participants.
- C. The organization shall have an independent Certified Public Accountant annually prepare an audited or review financial statement.

STANDARD 4: PROMOTION

- A. The organization's promotional materials shall professionally, ethically, and accurately reflect its purposes, activities, and sponsorship.
- B. The organization shall not publicize the need for host families via any public media with announcements, notices, advertisements, etc., that:
1. are not sufficiently in advance of the student's arrival
 2. appeal to public pity or guilt
 3. imply in any way that a student will be denied participation if a host family is not found immediately
 4. identify photos of individual students and include an appeal for an immediate family.

Following are guidelines for public media advertisements:

CSJET has found the following words or phrases to be unacceptable: Urgently Needed, Don't let me be homeless, This is an emergency...

CSJET has found the following words or phrases to be acceptable: Open the Host Parent hearts and homes, Host a foreign Exchange Student...

It is permissible to use a picture of a student, a first name, age, country of origin, and a composite or generic listing of interests in an advertisement in order to demonstrate the personal nature of the program and the types of interests that students have. It is not permissible to identify that specific student as needing a home, nor is it permissible to refer to a student's athletic ability or accomplishments. Written waivers must be obtained for the use of any student photographs.

- C. The organization shall not promote or recruit for its programs in any way that compromises the privacy, safety or security of participants, families or schools. Specifically, programs shall not include personal student data or contact information (including address, phone or email addresses) on websites or other promotional materials.

- D. All promotional materials/activities shall distinguish the program and the sponsoring organization from others operating under:
 1. affiliated or related corporate structures
 2. the same or similar names or symbols.
- E. The organization shall fully disclose all fees, including school tuition, host family reimbursements, and other required or optional costs to prospective students and their natural families before enrollment. (If host families provide room and board gratis to the students, publicity should state that fees cover "selection and placement in host families and not imply in any way that the fees paid by the students cover "room and board.")
- F. Neither the organization nor its agents shall promote its programs as providing opportunities for school athletic participation, high school graduation, driver's education instruction, household domestic service, child care, employment, or other activities that might compromise the student, program, or school. Standard 4F specifically prohibits the organization and its agents (this includes foreign partners) from promoting its programs as providing any of the aforementioned activities. The word "promote" as it is used in Standard 4F includes any specific focus on or prominence of pictures and/or text depicting these activities. No prominent pictures and/or text will be considered to be in compliance.)
- G. The organization shall not state or imply in its promotional materials/activities that persons who are compensated other than out-of-pocket expenses are volunteers.

STANDARD 5: STUDENT SELECTION AND ORIENTATION

- A. The organization shall screen and select student participants on the basis of criteria appropriate to the program.

Supplemental Guideline: Athletic Participation in the United States

The following statement must be included on either the student application or other written rules documents: "Athletic eligibility or participation is not guaranteed." *This guideline will take effect for exchange students beginning their program in January of 2007.*

- B. Screening procedures for homestay programs shall include personal interviews with student applicants.
- C. Selection shall be completed sufficiently in advance of the student's departure to ensure adequate time for preparation and orientation.
- D. Students shall be given a suitable orientation before departure and after arrival in the host country, including information on how to identify and report cases of suspected student abuse.
- E. All inbound students enrolled in a U.S. high school must have adequate English language proficiency to function successfully.
- F. All inbound and outbound students enrolled in school must have adequate academic preparation to function successfully.

STANDARD 6: STUDENT PLACEMENT

- A. For programs that include a homestay, the organization shall:
 1. select host families on the basis of criteria appropriate to the program.
 2. personally interview all prospective host families in their home.
 3. match students and host families on the basis of criteria appropriate to the program
 4. complete placement arrangements sufficiently in advance of the student's departure from home to ensure adequate time for preparation and orientation of the host family (*Whenever possible, a student should be placed with a host family who has made a long-term commitment to host the student prior to the student's departure from his/her home country. In cases where this is not possible, a student may be placed with a short-term host family until long-term arrangements can be made. All short-term families must be selected and oriented according to the same criteria as are long-term families. The short term nature of the host family placement must be fully disclosed in advance to the student, his/her natural parents, and the school principal and be acceptable to them. Short-term families may, of course, also*

be utilized when a host family placement has not worked out and a new family must be found).

5. provide suitable orientation and training to the host family (*When a family expresses an interest in hosting a student and a representative makes the initial home visit to explain the program, this is not to be considered the "host family orientation." CSIET suggests that host family orientation include information on the student's expectations about family and school life, customs, religion, and mores of the student's native country, the academic program in which the student will be enrolled, potential problems in hosting exchange students, and suggestions on how to cope with such problems).*)
 6. vet all adult members of the U.S. host family residing in the home through a national criminal background check in the United States.
- B. Organizations shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party. A direct placement is one in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including school personnel, for the student to attend a particular school or live with a particular host family. Such direct placement must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

Supplemental Guideline: Direct Placement Reports

Direct placement reports should be sorted by U.S. state and include the following information:

U.S. State:

Name of Student:

Country of Origin:

Local Rep Name/Number:

Name/City of U.S. Host School:

Nature of the Direct Placement:

Reports should be emailed to: CSIETREPORT@NFHS.ORG

- C. For programs that include accommodations other than a homestay, the organization shall:
1. arrange accommodations on the basis of criteria appropriate to the program
 2. ensure the adequacy of the accommodations with respect to location, cleanliness, safety, nutrition, and supervision
 3. confirm the accommodations sufficiently in advance of the student's departure from home.
- D. For programs that include enrollment in U.S. high schools, the organization shall:
1. secure written acceptance from the school principal or other designated responsible school administrator prior to the exchange student's departure from his or her home country.
 2. provide the school with the following information about the student:
 - a. academic history, including
 - 1) academic records, translated into English or other language as appropriate
 - 2) number of years of school completed prior to arrival and number of years required in home country for the completion of secondary school
 - b. level of English language proficiency (for inbound students only)
 - c. appropriate background information
 - d. expectations regarding school experience.

STANDARD 7: OPERATIONS

- A. The organization shall ensure adequate care and supervision of students.
Supplemental Guideline: Outbound Student Registry:
Programs must register U.S. students traveling abroad with the U.S. consulate or embassy
- B. Local representatives of the organization shall maintain regular personal contact with students and host families. (Contact should be initiated by the organization's representative at least once a month be it by telephone, a visit to the home, personal contact at a gathering or other means. E-mail alone is not considered sufficient personal contact. Regular monthly contact is to include separate communication with the student and the host family in order to provide formal documentation of this contact such as a monthly form, written journal, written log, etc. This is not

- to imply that representatives have to record every interaction. Rather it is to provide a record for the organization's office of the pattern of student and host family adjustments, activities, and relationships through at least monthly contact with each student and host family.)
- C. The organization shall notify the student, host family, and/or other supervisor of accommodations regarding the travel itinerary sufficiently in advance of the student's departure from the home country.
 - D. The organization shall provide adequate support services at the local level to assist with program-related needs and problems, for example, counseling services, travel, medical care, language problems, changes in host family, emergencies.
 - E. The organization shall maintain an effective system of screening (including a national criminal background check for U.S. representatives with direct in-person contact with student participants), selecting, training, and supervising program representatives and group leaders.
 - F. The organization shall provide all students with an identification card that includes the student's name; the host family's name, address, and telephone; the local representative's name, address, and telephone; the address and telephone of the organization's appropriate national office.
 - G. For programs involving school enrollment, the organization shall maintain regular communication with school authorities.
 - H. The organization shall provide an opportunity to the student, host family, and school to participate in a post-exchange evaluation.
 - I. The organization shall have in place adequate plans and procedures for dealing with emergency situations that may arise during the program.
 - J. The organization shall respond in a timely and appropriate fashion to complaints received from students, families, schools or others concerned with the program and its quality.
 - K. For programs utilizing electronic or automated program databases to demonstrate compliance with CSJET Standards, such entries must identify the date and user recording the data. Programs shall also maintain a back up system. To prevent online access to sensitive student information by unauthorized persons, program databases need to be secured by an initial screening prior to issuance of a unique username and password (*Standard 7K will take effect for exchange students beginning their program in January of 2007*).

STANDARD 8: STUDENT INSURANCE

- A. The organization shall guarantee that every student is covered with adequate health and accident insurance. Such insurance shall:
 1. Protect students for the duration of their program
 2. Provide for the return of the student to his/her home in the event of serious illness, accident, or death during the program.
- B. The organization shall provide students, host families, and appropriate supervisor(s) with detailed printed information regarding the terms and limits of insurance coverage and procedures for filing a claim.
- C. Compensated officials and employees of the organization shall not receive compensation from the sale of insurance to its participants.

STANDARD 9: ADHERENCE TO GOVERNMENT REGULATIONS

- A. The organization shall comply with all appropriate government regulations regarding international exchange or any other activity under its auspices.
- B. It shall be the responsibility of the organization to notify the Council of any change in status with respect to government designation, acknowledgment, acceptance, endorsement and/or sanction.

As revised by the Board of Directors, April 2006

APPENDIX C
NEVADA INTERSCHOLASTIC ATHLETICS ASSOCIATION (NIAA)

From **NIAA 2006-2007 Handbook (Rev. 4-04-07)**

NAC 386.795

**NAC 386.795 Foreign exchange students and international students; penalty.
(NRS 386.430)**

1. The provisions of this section govern the eligibility of:
 - (a) A foreign exchange student; and
 - (b) An international student who enrolls in a school and is not a foreign exchange student.
2. The Association will allow a foreign exchange student to participate in a sanctioned sport if the foreign exchange student:
 - (a) Is sponsored by and placed with a host family in the United States by an international student exchange program that:
 - (1) Is approved for listing by the Council on Standards for International Educational Travel or its successor organization;
 - (2) Is recognized by the United States Department of State; and
 - (3) Assigns students to host families in a manner which ensures that a student, school or other interested party is unable to influence the assignment of the student to a host family for athletic or other purposes or in any other manner which ensures that the student is not chosen or placed because of his athletic interests or abilities;
 - (b) Possesses a J-1 Visa issued by the United States Immigration and Naturalization service;
 - (c) Attends the school on the first day of the school year and enrolls in a foreign exchange program at the school that is conducted for at least 1 year;
 - (d) Is eligible for not more than 1 year at any school or combination of schools in this State or any other state beginning on his initial date of enrollment in a school in the United States;
 - (e) Has not completed the 12th grade or its equivalent in the United States or any other country; and
 - (f) Complies with any other requirements for eligibility of the Association during the period in which he is a pupil enrolled in a school.
3. If a foreign exchange student transfers to another school during the school year because of a change in residence by the student and the host family with whom he was placed at the time of enrollment in the original school, the transfer does not affect his eligibility to participate in a sanctioned sport. If the transfer occurs because the student is placed with another host family, the student is ineligible to participate in a sanctioned sport at the school to which he transfers for the remainder of the school year.
4. If a school or coach of a school places or arranges for the placement of a student in violation of any provision of this section, the student is ineligible to participate in a sanctioned sport and the Association may impose a penalty against the school or coach pursuant to NAC 386.600 to 386.886, inclusive.
5. A student from a foreign country who is enrolled in a school because he has been issued an F-1 Visa by the United States Immigration and Naturalization Service shall be deemed to be a transfer student. To be eligible to participate in a sanctioned sport, the student must comply with the provisions for eligibility that are applicable to a transfer student.
6. For the purposes of this section, a foreign exchange student shall be deemed to be placed with a host family if:
 - (a) The school that the student attends was not involved in the selection or assignment of the student; and
 - (b) The principal office for the sponsoring organization approves the placement of the student.
7. As used in this section, "foreign exchange student" has the meaning ascribed to it in NRS 483.075.
(Added to NAC by Nev. Interscholastic Activities Ass'n by R206-03, eff. 11-2-2004)