

Madison City Schools current Foreign Exchange Programs -- Procedures

Exchange Program Conditions. Exchange programs enrich the learning environment by promoting international educational and cultural exchange between students. Exchange students will be admitted to District schools under the following conditions:

- A. The exchange student must be participating through an exchange program on the current Advisory List of International Educational Travel and Exchange Programs published by the Council on Standards for International Educational Travel.
- B. The sponsoring parent, host, or placement agency representative must make a written request to the Superintendent through the district's Student Services department, to be received no later than March 31st of the spring term preceding the school year of desired attendance. The request should include an application from a CSJET certified company including student demographics and a transcript a transcript of grades. The request must include the name and address of the host family and the visa classification under which the exchange student will be attending.
- C. The host family must reside within the receiving school's zoning boundary.
- D. The host family and the agency must ensure the exchange student will be enrolled prior to the start of school and present for the first day of school.
- E. Exchange students attend District schools for enrichment to the education they receive in their home country and will not receive a Madison City Schools diploma. Students who have already received a high school diploma or its equivalent will not be accepted.
- F. In order to maximize the culture exchange opportunities, only first year exchange students will be accepted and placements will only be for one school year.
- G. Up to three (3) exchange students* will be accepted per high school zone each year. Exchange students will be accepted on a space available basis as determined by the Superintendent. Exchange students will be placed in an age-appropriate high school classroom. *Number could be zero
- H. If the number of requests for placement exceeds the amount of allotted spaces in a school, placement will be made by a committee. The committee will consist of the Chief Academic Officer, the Coordinator of Student Services, the Coordinator of Secondary Education, the Principal or designee from each high school, and a PTA member from each high school. The committee will rate students based on academic strength, community service, extra-curricular activities and social strength.
- I. The sponsoring parent, host, or placement agency representative will be notified by May 1st of the selection.