

## FOREIGN EXCHANGE PROGRAM GUIDELINES

1. A maximum of twelve (12) foreign exchange students may be enrolled at any given time. Each foreign exchange agency is permitted to enroll one (1) student per year. Fairfield Senior High School reserves the right to accept and/or reject all foreign exchange student applicants.
2. Exchange students must be associated with an organized foreign exchange program that is approved by the Ohio Association of Secondary School Administrators and/or National Association of Secondary School Principals. Such organizations must maintain either an office or a representative in Ohio.
3. Foreign exchange agencies must place an exchange student with a host family in the Fairfield City School District prior to applying for acceptance in Fairfield Schools. Placement of a student with a host family prior to acceptance by the school does not guarantee enrollment in Fairfield Senior High School. Exchange students must have a host family assigned and accepted by July 1. In order to provide a quality education and to minimize potential disruption, the high school will not accept foreign exchange students after the school year has begun. However, students who were accepted before the July 1 deadline will not be denied enrollment due to late arrival. If, after the July 1 deadline, a maximum of 12 foreign exchange students have not been registered, an organization may add one additional exchange student if that student will be registered for the entire school year. Exchange students accepted for enrollment must meet the regulations and expectations of local students, including immunization requirements.
4. Applications for enrollment of a foreign exchange student should be initiated through the chairperson of the guidance department.
5. Fairfield Senior High School reserves the right to determine the grade level status and course credit conversion for each foreign exchange student. It is the responsibility of the foreign exchange student to provide, when possible, official data regarding coursework taken in the native country. The following conversion chart will be used for any credit awarded the foreign exchange student for courses taken in his/her native country.

CLOCK HOURS OF INSTRUCTION	=	CARNEGIE UNITS OF CREDIT
120+	=	1.00
90-119	=	0.75
60-89	=	0.50
30-59	=	0.25
0-29	=	0.00

6. Exchange students must be full-time students carrying a full academic classload. Enrollment eligibility shall be determined on an annual basis.

7. Exchange students will not be permitted to participate in the Ohio Proficiency Testing Program.
8. All foreign exchange students will be awarded certificates of attendance. Fairfield Senior High School diplomas will not be given to foreign exchange students. Foreign exchange students may not participate in graduation ceremonies.

[Approval Date: November 16, 2000]