

Glenbrook High School District #225

PROCEDURES FOR IMPLEMENTING BOARD POLICY: FOREIGN EXCHANGE STUDENTS 8290

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Section A - Selection Procedures

1. The Board of Education of District #225 has authorized each school to enroll not more than three foreign exchange students per school per year.
2. Only students who are represented by a foreign exchange program approved by the National Association of Secondary School Principals will be considered for enrollment in the Glenbrook High Schools. The superintendent is authorized to make reasonable and prudent exceptions to the provisions of this paragraph.
3. Interested applicants, sponsored by approved exchange programs, shall submit complete student documentation and a letter of request from the prospective host family, to the assistant principal for guidance of the school to be attended. The host family must be a resident of District 225. No application will be considered more than one year, nor less than one month, prior to the start of the school year in which the exchange student intends to enroll. The assistant principal will evaluate the application and submit a recommendation to the school principal. The Board of Education has authorized the school principal to approve or reject applications.
4. The assistant principal for guidance will advise the sponsoring exchange organization and the prospective host family, in writing, of the acceptance or rejection of the application. The sponsoring organization shall not confirm the assignment of the exchange student to the host family, nor will the student be advised to leave the student's home country, prior to the sponsoring organization receiving the written notice of acceptance from the school.

Section B - Criteria For Selecting Exchange Students

1. The school staff will consider the following guidelines or criteria in approving foreign exchange student applications:
 - 1) The proposed student shall have an academic record that indicates a high probability of academic success at Glenbrook.
 - 2) The student shall have proficiency in spoken and written English sufficient to function successfully in regular Glenbrook classes without special assistance.
 - 3) The student shall not be younger than 16 years of age, nor older than 18 years of age, on the first day of attendance at Glenbrook.

- 4) The student has not yet completed the requirements for an equivalent high school diploma in his/her home country.
 - 5) The student's application shall indicate the student's involvement in community, extracurricular, religious, sports, or youth activities.
 - 6) The school staff will endeavor to enroll foreign exchange students representing a variety of geographic and cultural areas throughout the world.
 - 7) All other considerations being equal, preference will be given to host families who will have a family member concurrently enrolled at Glenbrook with the exchange student.
2. The district reserves the right to reject any and all foreign exchange student applications for whatever reason deemed appropriate by the district, so long as the reason for the rejection is not based on the applicant's race, color, sex, religion, or nationality.

Section C - Loaned Textbooks & Supplies

1. The Board of Education maintains a bookstore at each school. The bookstore manager is authorized to furnish each foreign exchange student all books, and other items necessary for school attendance on a loaned basis.
2. Identification of Foreign Exchange Students
 - 1) The building principal will provide the bookstore manager with the names of foreign exchange students prior to the fall booksale.
 - 2) Foreign exchange students will attend the booksale on the assigned dates and will present their class schedules to the bookstore manager. The bookstore manager will verify that the name shown on the class schedule is on the foreign exchange list provided by the building principal.

- 3) Board of Education Approved Bookstore Items
 - a) The bookstore manager will supply each foreign exchange student with the following necessary items at no charge to the student.
 - a) books
 - b) gym wear
 - c) graduation cap and gown
 - d) locks
 - e) towel fee
 - b) Activity fees, class rings, general school supplies, shop fees, student directories, transportation, and yearbooks are not provided at Board of Education expense. However, the Board shall provide transportation subsidies similar to those provided for all other students.
 - c) Fines and charges for damaged or lost materials or equipment will not be waived by the district.

Section D - Free Lunch

1. The Board of Education of District #225 maintains a cafeteria in each school. The cafeteria manager is authorized to furnish a Class A lunch to each foreign exchange student attending the Glenbrook High Schools at no cost to the student.

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