

# HAMILTON CENTRAL SCHOOL DISTRICT INTERNATIONAL SCHOLARS PROGRAM PROPOSAL



FOR SUBMISSION TO THE HAMILTON CENTRAL SCHOOL  
BOARD OF EDUCATION

Submitted by

Dr. Anael Alston, Superintendent of Schools

JANUARY 2016 (DRAFT)

MARCH 2016 (DRAFT)

APRIL 2016 (REVISED)

## **INTRODUCTION**

The Hamilton International Scholars Program (HISP) is designed to bring non-immigrant international students in grades 9-12 to Hamilton Central School District for one academic year. Students will be required to have an F-1 Student Visa, and meet the various selection criteria developed by the HCS International Committee, Superintendent, and Board of Education. This program will bring a positive, diverse and academically able group of international students into the Hamilton Community to share cultural and educational experiences. The program will provide an opportunity to enhance cultural and academic learning for all involved through the development of inter-personal relationships. Students will develop deeper understanding of the realities of global co-existence. These experiences will enrich our students' perspectives and be life-impacting.

## **GOALS**

1. To recruit and provide a one-year academic and social experience to a diverse group of international students who will reside with a local host family.
2. To enhance opportunities for personal and cultural exchanges that will enhance the global perspective of all of our high school students.
3. To provide HCS faculty and staff the opportunity to teach and experience academically-capable students from around the globe.
4. To create this program at a net zero cost to our tax-payers while providing a modest revenue stream for the District.

## **SCOPE OF PROGRAM**

The current high school enrollment is 157 students in grades 9-12. Assuming a maximum class size of 25 students, there are approximately 52 seats currently available in the high school. Enrollment projections provided by the shared services report compiled in 2015 predict that the population of HCS is expected to decline by 50 students over the next six years.

This proposal calls for a three-year phase in of an international students program beginning with the enrollment of 4-6 students in the 2016-2017 school year, and 8-10 students in year two. The numbers may increase on subsequent years based on the recommendation of the HCS International Committee to the Superintendent and the Superintendent to the Board of Education.

Because of legal requirements, international students will be limited to one year of enrollment at HCS. They will have access to all of Hamilton's curricular and extra-curricular programs, provided they are in good standing and assuming that their participation can be provided at no additional cost to the district.

## **COSTS & EXPENSES**

**\*TUITION, ROOM AND BOARD** – The proposed total cost per student will amount to roughly \$10,500 per year to be paid by the family. The district will receive \$5,500 in tuition and the Host Family will receive \$5,000. It should be noted that FEDERAL OR STATE regulations indicate that a district cannot charge foreign students less than that tuition paid by other out-of-district students. Therefore, it is recommended that a tuition fee for international students and for out-of district students be set at \$5,500. All payments received through the HCS International Program will be deposited into the General Fund. The Host Family will receive \$5,000\* for room, board and transportation for the duration of the program (August through June) in four equal payments (August, November, February and May). With regard to reimbursing the Host Family for room and board, the student's family will pay the Agency, who in turn will pay the district, who will pay the host family.

**RECRUITMENT AGENCY** – The Recruitment Agency will receive its fees from the students' family. The Recruitment Agency will pay for the services of the Program Coordinator, which will be \$50 per student per month from September through June. The Agency will provide the school district with funds for payments to the Host Families. The Council on Standards for International Educational Travel (CSIET) is a not-for-profit organization committed to quality international educational travel and exchange for youth at the high school level. It is the gold standard for recruitment agencies. It is recommended that the school district select an agency that is approved by the CSIET or follow the CSIET guidelines. Agencies that come highly recommended include Exchange Service International, and Educatis. There are many other approved agencies.

**TESTING AGENCY-** The most popular English language test is ELTis. It evaluates students' ability to comprehend academic English, which is defined as English used in secondary school classrooms in the United States in the service of learning. The scores are used to evaluate prospective international exchange students' ability to understand spoken and written language in secondary classrooms in the United States. Students should be able to score 222 or higher on the ELTis exam.

**STUDENT and EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)-** This is the web-based system that the Department of Homeland Security (DHS) uses to maintain information on F-1 students in the United States and the Student and Exchange Visitor Program (SEVP)-certified schools that enroll them. SEVIS is a critical component in protecting national security while supporting the legal exchange program. The district would be required to petition SEVP so that the school has the ability to issue Certificates of Eligibility (Forms I-20) to non-immigrant students to obtain F-1 status while enrolled at the school. The school has a legal reporting responsibility regarding the student's address, course of study, enrollment, and compliance with the terms of the student status. There are no charges for certification. We expect SEVIS approval in April 2016.



**TRANSPORTATION** – The district, based upon its transportation policy, will provide free transportation to and from the school. There will be no additional cost to the school district. No additional bus runs will be necessary.

**COLLEGE TUITION** – Students may have an opportunity, if eligible, and based on availability, to attend Colgate University and/or the dual enrollment classes at HCS for credit at SUNY Morrisville. The family will pay the (\$290) registration and transcript fees regarding attendance at SUNY Morrisville. The family will pay the prevailing rate (currently \$300 per course) at Colgate University. Courses at Colgate University are based on availability as determined by Colgate University. HCS does not ensure or guarantee placement in Colgate courses.

**SCHOOL LUNCH** – Students may bring a bag lunch or the host family can provide money to purchase lunch.

**FIELD TRIPS** – Students will participate in school field trips at no cost where applicable or according to BOE policy. Student families will pay any fees for more extended field trips paid by Hamilton host families.

**INTERNATIONAL STUDENT COORDINATOR** – The International Student Coordinator will serve as a liaison between the school, the student and family, and the Recruitment Agency. The coordinator's stipend will be paid by the Recruitment Agency. However, this may vary based on the policy of the specific agency used to place international students.

**ORIENTATION** – Upon the Superintendent's recommendation, and BOE approval, the school district may obtain the services of a qualified consultant, district employee or volunteer who will conduct orientation programs for students, teachers, and host families. If this turned out to be an expense, it would be a one-time expense and the International Student Coordinator would facilitate the international student orientations thereafter.

**CELEBRATIONS & SOCIAL EVENTS** – The cost of refreshments and supplies for school celebrations and social events will be paid from tuition funds.



## **ROLES AND RESPONSIBILITIES OF PARTICIPATING GROUPS**

**STUDENTS** - International student scholars will be recruited, screened and tested through a qualified recruitment agency. Students will be required to be fluent in reading and writing in the English language. Students will be selected in order to fulfill a balanced ratio with regard to geographical origins (Asia, Africa, Europe, Latin and South America). Students will be required to have an F-1 Visa. Students must be between the ages of 14-18 and a half by September 1<sup>st</sup> of the year of their enrollment. Students will be expected to adhere to all of the criteria for continued eligibility including maintaining of a minimum grade average of 75. Students will be expected to adhere to all of the rules and responsibilities spelled out in the Hamilton Student/Parent Handbook, and the school district's Code of Conduct.

**STUDENT'S FAMILY** – The student's family is defined as the biological, adoptive, or legal guardian, and should not be confused with the term 'host family'.

**SCHOOL DISTRICT** – The term school district or district refers to the Hamilton Central School District.

**HOST FAMILY** – The student will reside with a local host family who will provide appropriate housing, meals and transportation to the student. The host family will be recruited and screened by the recruitment agency in tandem with HCS. The host family will receive up to \$5,000 allowance for the school year in order to cover their expenses. The proposed \$5,000 expense will be paid by the student's family to the recruitment agency and distributed by the School District Treasurer. Host families will maintain receipts and records of their expenses for tax purposes. The host family will sign an agreement acknowledging their responsibility to serve as the guardian of the student throughout the program. The host family will participate in an orientation program and various other social events and celebrations throughout the year. The Host Family will assure that the student receives proper medical attention and will assist the student in his/her adjustment to the new culture and social environment.

**RECRUITMENT AGENCY** – The school district will work with an experienced recruitment agency. There are no fees paid to the recruitment agency by the school district. Only the students' families are responsible for paying the agency. The recruitment agency, as part of its services, will advertise for students and host families; screen, interview and collect information and applications from students and host families; collect proof of updated immunizations, medical history, recent medical examinations and health insurance, and academic records; and coordinate the language testing for assuring students' English proficiency.

**COLLEGES** – The Hamilton community has long-standing relationships with Colgate University and SUNY Morrisville. The school district will facilitate appropriate coursework for students at these colleges for qualified students. However, courses at Colgate University are based on availability as determined by Colgate University. Requesting a college course at Colgate University does not ensure or guarantee enrollment in that course. The student's family will pay

for costs associated with registration and transcripts fees, and tuition costs associated with coursework.

*STEERING COMMITTEE* – A Steering Committee will be organized for the purposes of reviewing and sharing insights on proposed policies, and developing recommended policies, guidelines and frameworks for the operation of the program. The Committee will be composed of school administrators, teachers, representative host family members, students, parents and community members. The Steering Committee will establish eligibility requirements; academic requirements, criteria for selection of the recruitment agency; criteria for termination of international students; and protocols to evaluate the effectiveness of the program.

*STEERING COMMITTEE MAKEUP* - The Superintendent of Schools shall appoint a steering committee and the committee shall consist of up to two secondary teachers, one elementary teacher, up to three district administrators, up to three community partner representatives, one at-large community member and up to three parents of HCS students (inclusive of at least one host family). The HCS Board of Education shall have up to two, but at least one member on the steering committee.

*PROGRAM COORDINATOR* – The high school principal will serve as the program coordinator. He will receive a stipend of \$50 per month per student, which will be paid for by the recruitment agency (if we use Educatis). The program coordinator will serve as the liaison between: the school district and the family; the school district and the Host Family; the school district and the student; and the school district and the recruitment agency. The coordinator will meet individually on a monthly basis with each student and each Host Family for the purpose of monitoring the student's personal and academic adjustment. The coordinator will organize and implement an orientation program, and various social events and celebrations. The coordinator will serve as the Chairperson of the Steering Committee and will keep the Superintendent informed as to the status of the program.

*GUIDANCE COUNSELORS* – The guidance counselor, as part of the regular workload, will meet with the students at least monthly or on an as needed basis in order to monitor the social adjustment of each student. The counselor will communicate with the program coordinator should there arise any problem.

## **PLANNING PROCESS**

*CERTIFICATION BY DEPARTMENT OF HOMELAND SECURITY* – The school district will apply for certification of eligibility for the program by the Department of Homeland Security.

*BALANCE AND RATIO OF INTERNATIONAL STUDENTS* – Students will be selected in order to provide a balance and ratio based upon geographical origin. For example, if we were selecting four students for the 16/17 school year, we would not select all four from Glasgow, Scotland.



*ACADEMIC STANDARDS* –Students attending HCS through the HISP should maintain a minimum grade average of 75 and that will not include failures in any subject. Students falling below the academic standard for one quarter will be placed on probation for the next quarter and will be monitored by the guidance counselor. Failure to meet the conditions of probation may result in the student’s termination from the program.

*POLICY FOR TERMINATION* – The Steering Committee will develop and recommend a set of guidelines for termination. Guidelines will include failure to adhere to school rules; excessive tardiness and/or absences; failure to cooperate with host families; failure to demonstrate good citizenship within the local community; and failure to meet academic standards.

*OTHER EDUCATIONAL SERVICES* – In addition to regular academic coursework, students may be eligible to participate in extra-curricular activities, including athletics, clubs, music programs, and participation in University programs. Students may receive services in Special Education and ESL should they be eligible and should space be available at no additional cost to the district. Students will not be eligible for BOCES programs unless they are willing to pay all additional costs. Board of Education policy shall govern this area.

*MEDICAL AND OTHER EMERGENCIES* – Students will be required to have comprehensive health insurance policies. Host families will be required to monitor the health of the student, make appropriate medical appointments, accompany the student to medical appointments, and respond appropriately and responsibly to medical emergencies. The student’s family will be responsible for any additional medical payments. Host families should make every effort to contact the student’s family in cases of medical emergency. Host families should also contact the Program Coordinator in cases of medical emergency.

## **RECRUITMENT AND ELIGIBILITY**

The school district will provide the recruitment agency with a list of its requirements for students to be accepted into the program. Among those requirements will include documentation that the student’s family has the ability to pay for their costs of the program; proof of age (between 14 and 18.5 years old by September 1 of the enrollment year); results of English fluency tests in speaking and writing from the recruitment agency (ELTis standard score of 222 or higher); a Skype interview with the Program Coordinator and the Superintendent; appropriate documentation of comprehensive medical insurance including hospitalization; an F-1 Student Visa; contact information for the family; academic transcripts; signed acknowledgement by the parents that they have read and agreed to the terms specified in the Student/Parent Handbook, the academic eligibility policy, and the termination policy. The Steering Committee may wish to create additional requirements, pending the recommendation of the Superintendent and the approval of the School Board. The host family will need to acknowledge an agreement to provide food, lodging and transportation of the student throughout the student’s stay in the program. The host family will also agree to act as the student’s guardian and tend to the student’s



medical needs. Finally, the host family needs to agree to cooperate with school requests to meet with the program administrator and guidance counselor, and attend various orientations and social functions.

## **DEVELOPMENT OF BOARD POLICIES**

The Hamilton Board of Education, upon the recommendation of the Superintendent, will develop appropriate Board Policies that will govern the establishment of the program and various operational guidelines by which the program will be run. The Steering Committee will make recommendations to the Superintendent with regard to aspects of the policy. (See Appendix for sample Board Policy)

## **POTENTIAL IMPLICATIONS**

### *Sending HCS Students Abroad Through Rotary*

Hamilton Central School district has a long history of hosting and sending international exchange students through our Rotary Program. One potential unintended negative consequence of this proposal is that community members might opt to host families where they can be reimbursed for expenses and the Rotary exchange program may falter. This is important because the Hamilton Rotary Club must host families in order to send HCS students internationally.

One way to encourage continued support of the Rotary host program is to give preferred status to families who have experienced hosting international students when selecting host families for the HCS international student program. Additionally, we will closely monitor the numbers from both the HCS International Program and the Rotary International program. Below is the 11-year data run regarding the incoming and outgoing numbers of HCS students and HCS alumni who participated in the Rotary exchange program.

**NEXT PAGE (9)**

SCHOOL YEAR	INCOMING ROTARY INTERNATIONAL STUDENTS	OUTGOING ROTARY INTERNATIONAL STUDENTS
2005-2006	0	0
2006-2007	1 (Vanessa)	1 (Nicole)*
2007-2008	0	1 (Evie)*
2008-2009	0	1 (Lindsay)*
2009-2010	2 (Cecilia, Mara)	1 (Sam)*
2010-2011	1 (Juan)	0
2011- 2012	0	1 (Emily)*
2012-2013	2 (Macarena, Morgane)	0
2013-2014	1 (Franzi)	0
2014-2015	0	0
2015-2016	2 (Kengo, Emilie)	3 (Cassandra , Nickolas, Adrian)

\* = HCS Alumni

Based on the 11 year data provided by the (revised) Hamilton Rotary Club and the HCS guidance department, there does not appear to be an unintended consequence on HCS students. However, it may impact HCS alumni. In summary, over the 11-year history since we first recorded hosting a Rotary international student, a prerequisite for sending a Rotary international student, we have sent three high school students and five HCS graduates through our local Rotary chapter.

#### Fiscal

As a result of our student decline in population, we have approximately 52 seats in grades 9-12 that are available and underutilized. Based on the student enrollment projections provided by the Shared Services Report, the population of HCS is expected to decline by 50 students over the next 6 years. The total population of HCS grades K-12 is projected to be 481 students for the 2021-2022 school year(s). Below is the gross revenue to the district if we can successfully execute this proposal.

<b>SCHOOL YEAR(S)</b>	<b>VACANT SEATS AVAILABLE</b>	<b>POTENTIAL <i>GROSS</i> REVENUE</b>
2016/2017*	4-6	\$22,000-\$33,000
2017/2018	4-6	\$22,000-\$33,000
2018/2019	8-10	\$44,000-\$55,000
Future Years	50	\$275,000

\*Subject to the timing of BOE approval and HCS receiving SEVIS certification in a timely manner (pending). This timeline may shift from Fall, 2016 to Spring, 2017.

#### **HIGH SCHOOL STUDENT INPUT**

On April 12<sup>th</sup> the high school students were shown an abbreviated version of the presentation given to the community at the March 10<sup>th</sup> public meeting. They were then shown the Newcomb video that has been posted on our main page for the last several weeks and given a three-question survey. The questions and survey results are on the next page.



# Hamilton Central School International Scholars Program Proposal HS

## Student Survey

### Results

Question:

Enter Grade Level

9th	10th	11th	12th
15 (20%)	17 (22%)	23 (30%)	21 (28%)
			n=76

Question:

Is the International Scholars Program something  
that you recommend we pursue?

YES	NO
70 (91%)	7 (9%)
	n=77

Question:

Do you think this Pilot would enhance your  
experience at HCS?

YES	NO
68 (87%)	10 (13%)
	n=78

## **TIMELINE & MILESTONES FOR HCS INTERNATIONAL PROPOSAL\***

**December 2015 and January 2016** – Superintendent and/or his designee create a comprehensive program proposal for review.

**January/February 2016** – School Board receives and discusses the merits of the proposal and recommends modifications, if any, to the proposal.

**February/March 2016** – School Board takes action on a resolution for approval and implementation on the proposed program.

**February/March 2016** - Superintendent organizes the Steering Committee.

**March through June 2016** – Steering Committee meets on a monthly basis.

### **CONCURRENT TIMELINE**

#### **Early Spring (Jan-March)**

- Establish tuition and housing rates with the KIDS committee and Board

- Receive applications

- Look for host families

- HOURS: ~10 hours per week

#### **Late Spring (April-May)**

- Process applications including academic records, vaccinations, health records, etc.

- SKYPE with student

- Continuing locating housing and processing

- Process host family applications

- Visit homes

- Arrange for the students transportation home and keep records

- HOURS: ~15 hours per week

#### **Early Summer (June-July)**

- Finish processing all missing information

- Process last minute applications

- Arrange transportation and keep records

- HOURS: ~10 hours per week

#### **Late Summer (August)**

- Training for host families

- Arrange two days of language camp for kids

- Orientation program for students, Host Families and teachers

- HOURS: ~20 hours per week

\*Subject to the timing of BOE approval and HCS receiving SEVIS certification in a timely manner (pending). This timeline may shift from Fall, 2016 to Spring, 2017

**All School Year**

Contact homes and file monthly reports  
Contact students monthly and file reports  
Contact school on a daily basis  
Provide occasional recreation  
Arrange for respite for those that need it  
Deal with home/student issues  
Connect with Guidance Office  
Develop creative ways to improve the program  
HOURS: ~ 8 hours per week

**PROGRAM PHASES**

The program will be phased in over a three-year period of time, and will be re-evaluated annually.

Year 1 – 4-6 students

Year 2 – 8-10 students

Year 3 – 15 or more students

**PROGRAM EVALUATION**

The Steering Committee will develop mid-year and end-of-year survey instruments designed to survey the opinions of students, teachers, host families and HCS students. The Steering Committee will also develop interview questions for the students and host families. Academic data, attendance records and teacher comments will be collected and analyzed by a sub-committee of the Steering Committee. Program Coordinator will create a final evaluation report and make a presentation based upon the evaluation to the School Board.

**APPENDICIES**

- Sample School Board Policy (ATTACHMENT 1)
- Sample Brochure for Recruitment of Host Families (ATTACHMENT 2)
- Sample Student and Host Family Evaluation Surveys (ATTACHMENT 3)
- Sample Rules and Guidelines for HCS International Student Program (ATTACHMENT 4)
- Sample Family Orientation Agenda (ATTACHMENT 5)
- Sample Timeline and Coordinator Responsibilities (ATTACHMENT 6)



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## ADMISSION OF FOREIGN STUDENTS

The Board of Education recognizes the cultural enrichment derived from welcoming non-immigrant foreign students into the educational program. Thus, the Board encourages the attendance of non-immigrant foreign students in the district's high school.

Only non-immigrant foreign students who possess a valid J-1 or F-1 visa to study in the United States will be admitted to the district's high school. The Board retains the sole discretion to deny admission to any student not meeting all the requirements set forth in this policy and regulation. All school-aged immigrant children who have abandoned their residence in a foreign country and established residence in the district will be admitted to the district's schools without payment of tuition.

**Foreign Exchange Students (J-1 Visa)** The Board encourages district participation in a foreign exchange student program. Foreign exchange students will be admitted to the district high school for a one-year academic program under the provisions set forth in this policy and regulation.

1. The district recognizes only those organizations designated as "Exchange-Visitor Programs" by the U.S. Immigration and Customs Enforcement division of the U.S. Department of Homeland Security pursuant to federal regulations, as sponsoring organizations for the exchange of students. Any such organization must supply proof of designation prior to recognition. The Board may terminate any approval of an international exchange student program sponsoring foreign students, when it would be in the best interests of the district to do so.
2. No foreign exchange students subject to this policy and regulation shall be brought into the district by a foreign exchange student program unless he or she has been accepted in writing as a student by the Superintendent subject to the limitations of this policy.
3. Foreign exchange students who have been accepted by the Superintendent and residing in the district, will be provided bus transportation to and from school free of charge. When a foreign exchange student is accepted for admission pursuant to this policy and regulation; the letter of acceptance shall include a statement that tuition shall be waived for the student.
4. The Board of Education by its July annual organizational meeting and upon recommendation from the Superintendent will determine the total number of foreign exchange students to be enrolled in September of that year. The Board may limit or increase the total number of foreign students enrolled in any give year; when such enrollment or limitations would be in the best interests of the district to do so.

### High School Program for F1 Visa Students

Newcomb Central School District is certified by the Department of Homeland Security's Student Exchange Visitor Program to issue *certificates of eligibility* (I-20 forms) to non-immigrant students applying to our school. The Superintendent is the authorized Designating School Official and federal laws and regulation require the Superintendent to meet the reporting requirements of the Student & Exchange Visitor Information System. (SEVIS).

**Program Overview**

The program is open to applicants in grades 9-12 for one academic year upon the payment of tuition under the terms and conditions adopted by the Board of Education contained in this policy and regulation. No F-1 students will be admitted into grades K-8 and to be eligible students must be between ages 14 through 18 ½ prior to the start of the school year and must be enrolled in and participate in the districts foreign student orientation program; held in August prior to the beginning of each school year. The Superintendent may permit ½ year students in the first semester only. In rare instances; the Superintendent may make other provisions to a student who cannot attend the August mandatory orientation program.

**Board of Education Approval**

Before January of each school year, the Superintendent will provide the Board of Education with a list of sponsoring agencies. The Board will establish the tuition amount for the coming school year. The Board will set a suggested boarding reimbursement fee for the school year which will be paid to local host guardian(s) by the student or sponsoring organization and set the total number international students which may be enrolled in the coming school year.

**Tuition and Boarding Fees**

The amount of tuition charged must cover the actual cost of providing educational services to the student. The tuition amounts collected shall be deposited into the general fund as revenue. At no time can the tuition charge exceed the full unsubsidized per capita cost of providing educational services. Records of these costs must be maintained and kept on file in the business office. The District Treasurer is authorized to invest and distribute boarding fees to local host guardian(s) during the school year on behalf of the foreign student(s).

**Sponsoring Organizations and Liaisons**

The district will recognize student applications from those organization sponsors who have been selected by the Superintendent. Each such organization or individual sponsor must have a local student representative liaison residing in the district. Such representative cannot be the legal host guardian with whom the student resides.

Should the guarantee or documentation provided by a sponsoring organization prove invalid, further acceptance of foreign students from that organization will be dependent upon proof of compliance with district policy and regulation; at the discretion of the Superintendent. (moved from regulation)

**Termination of Enrollment**

The school district is the legal visa sponsor for the students and the Superintendent as the Designating School Official has the expressed authority to terminate the enrollment of any foreign student who's enrollment does not continue to be "in the best interest of the school district or community". Any violations of school rules, including, but not limited to, excessive tardiness, truancy or other infractions that would result in the suspension of a resident student from school, shall constitute a basis for the foreign student's immediate dismissal. The Superintendent will develop regulation and procedures for termination. Such regulation will be approved by the Board as part of this policy.



**Issuance of the I-20 Certificate of Eligibility and Admissions**

After the receipt of tuition funds; the Superintendent may issue I-20 forms only to F1 visa students who meet admissions criteria established by this policy. Prior to enrollment the following documentation must be received by the district office:

- application for enrollment within a designated cut-off date (5153 –F1) (form
- needs to be developed by the Superintendent)
- proof of health insurance (minimum requirements set by policy) from a US insurance underwriter
- proof of up-to-date immunization records
- medical history and proof of a recent complete health physical
- academic records for grade entrance determination
- letters of recommendation from teachers and school administration officials residing in their home country

**Student Selection Criteria**

The Superintendent shall develop regulation for the admission of F1 academic high school students which will include but not be limited to: terms and condition contained in this policy, a minimum English language proficiency test score, academic grade requirements, grade placement, extra-curricular interests, participation in graduation, enrollment limitations of students speaking the same language - allowing for multiple countries of origin but limiting the number of students from one country. Such regulation will be approved by the Board as part of this policy.

**Mandatory Orientation Program and Continued Support**

The Superintendent shall develop a program of orientation and continued support for foreign students and provide the students with the opportunities to meet our teachers, staff and student representatives, and help to prepare the foreign students for living in the United States and attending NCSD throughout the school year.

**Extra Academic Classes, Electives Courses and other program offerings**

The tuition fees established by the Board for F1 high school students are for the actual cost of providing education and does not include costs associated with elective course offerings, alternate academic classes and excursions, dual enrollment classes, travel credit courses, independent study or BOCES programming. These programs are often subsidized by the district for resident students. <sup>BOCES</sup> If students eligible to participate in electives must pay for those courses. Tuition includes the cost of classroom curricular field trips, but students may be required to pay a portion of such trips.

The Board of Education needs to review current policy regarding eligibility, enrollment and participation requirements of F1 academic high school students.

**Transportation**

F1 academic high school students who reside in the school district with a local host guardian(s) will be provided transportation to and from school pursuant to district policy. For students enrolled but residing out-side of the district; transportation will be provided to and from school, if and only if existing bus routing is used, and there is sufficient room on the bus.

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**Reporting**

In September of each school year the Superintendent will provide to the Board a report detailing the admissions of F1 high school students for the school year.

Ref: 4531 FIELD TRIPS AND EXCURSIONS

Ref: 4531.1 SENIOR CLASS TRIP

Ref: 4531.2 NATIONS OF THE WORLD CREDIT COURSE

Ref: 4531.3 ALTERNATE ACADEMIC INSTRUCTION AND EXCURSIONS

Ref: 4451 INDEPENDENT STUDY

Ref: 5152 ADMISSION OF NON-RESIDENT STUDENTS

Section 625 of Public Law 104-208,

Section 214(m) of the Immigration and Nationality Act

Ref: 22 CFR Part 514, Exchange-Visitor Program

Education Law §1709(13), §3202(1), Education Law §3214,

Matter of Jones, 24 EDR 110 (1984)

Appeal of Holzer, 37 Ed Dept Rep 549, Decision No. 13,924

**Adoption date: June 19, 2012**

## ADMISSION OF FOREIGN STUDENTS REGULATION

The Superintendent shall review all applications submitted by approved sponsoring agencies for the admission of foreign students and shall be responsible for the issuance of the Department of Homeland Security *certificate of eligibility* (I-20 Form) to F1 visa student applicants according to established policy and guidelines.

### Applications

All applications must be received by the District Office no later than June 1 of the preceding school year in order to be considered for enrollment. Any exceptions must be made by the Board of Education.

- a. Applications are limited to grades 9 – 12 with a maximum of 12 months of study.
- b. Applicants must be between the ages 14 through 18 years and six months.
- c. The student must provide academic records
- d. The student must be proficient in the English language.
- e. The total number of students selected from the applications shall not exceed the number of approved foreign students established by the Board of Education.

### Admissions and Selection Criteria

- a. Language Testing: student must have completed a pre-arrival language proficiency test with a proficiency of at least a conversational level. Most students take the Secondary Level English Proficiency (SLEP) test and the district looks for a minimum score of 50.
- b. Academic Grades: a student must show the ability to meet the academic rigors of the school and maintain passing grades. Students must have a minimum of a B average to be considered.
- c. Country of Origin: a balance and ratio of students must be kept between Asian, European and South American countries.
- d. Spoken Language: students speaking the same language; is limited to four.
- e. Academic Interests: a balance of interests with the international students so that we don't have just musicians or athletes, etc.
- f. Grade and Student Ratio: number of students placed in each high school grade will vary from year to year.
- g. Input from prospective host parent (s): collaboration with the prospective homes

**Documentation**

Prior to final acceptance and enrollment of students accepted by the Superintendent and who have been issued I-20 certificate of eligibility, the district must receive no later than 3 weeks prior to the start of the school year the following:

- a. Payment of the full tuition and boarding fees to the school or the agency in the amounts established by the Board
- b. Provide proof through sponsoring agency liaison that housing has been secured
- c. Provide recent medical history and physical examination relating to their health status
- d. Provide proof of insurance as set forth by this policy. The minimum must be as required for J-1 students; by the United States State Department.
- e. Provide proof of updated immunizations (failure to provide documentation will result in immediate termination of the I-20)

**Registration; Graduation**

- a. F1 students must agree to arrive in time to attend the districts August orientation program.
- b. F1 students enrolled for a full academic year must remain through the districts June testing dates in order to receive a final GPA for the year.
- c. F1 students will be provided a form, to be signed by him/her, the host family, and the sponsoring agencies representative, indicating compliance with the conditions as stated in this policy and the school district Code of Conduct.
- d. The student must agree to conform to established standards of acceptable behavior and conform to the rules and regulations of the high school.
- e. Prior to the first day of enrollment the Superintendent shall meet with each student and respective host family and provide each of them with the Student/Parent Handbook and a copy of the District Code of Conduct.
- f. The district reserves the right to deny admission to any student not meeting all the requirements set forth in this policy and regulation.
- g. F1 students will be granted a certificate upon completion of an approved course of study and will be allowed to participate in commencement exercises, as appropriate.



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**Termination of Progress**

A student's participation may be terminated at any time by Superintendent for failure to abide by established guidelines, including:

1. Failure of two or more courses of study for 2 consecutive marking periods;
2. Failure to conform to established rules and regulations;
3. Failure to conform to the regulations established by the sponsoring organization; and/or excessive absences.

**Adopted: June 19, 2012**



*Present plans are to secure up to  
ten host families for the 2013-14 school year.*

## If you are interested

in having a very rewarding family experience  
by being a host family,

please call 754-2010 for more information.

You can also complete the host family  
application found on our website at [rccsd.org](http://rccsd.org),  
or pick one up and return it to the  
Red Creek Central School District Office  
at the address below.

*Thank you for your interest,  
as this valuable program for our school  
can only be successful if we have  
qualified host families.*

— David G. Sholes  
Superintendent of Schools

**RED CREEK  
CENTRAL SCHOOL**  
INTERNATIONAL STUDENT PROGRAM

P.O. BOX 190  
SOUTH STREET  
RED CREEK, NY 13143  
315-754-2010  
[isp@rccsd.org](mailto:isp@rccsd.org)  
[www.rccsd.org](http://www.rccsd.org)



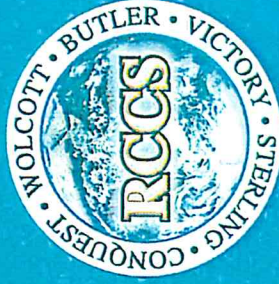
U.S. POSTAGE  
**PAID**  
Red Creek, NY  
Permit No. 6  
Non-Profit Organization

RURAL or P.O. BOXHOLDERS

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RED CREEK CENTRAL SCHOOL  
SOUTH STREET, P.O. BOX 190  
RED CREEK, NEW YORK 13143  
[www.rccsd.org](http://www.rccsd.org)

**Board of Education**  
Molly A. Martin, President  
Jeanette M. Treby, Vice President  
Ronald J. Giff, Member  
Kyle D. Meddaugh, Member  
Christina E. Smith, Member  
Darrell T. Uetz, Member  
Colleen M. Williams, Member  
**Superintendent of Schools**  
Mr. David G. Sholes  
**Assistant Superintendent for  
Business Administration**  
Mr. Andrew J. Dibiasi



Be a part of  
Red Creek Central School's

# *New!* INTERNATIONAL STUDENT PROGRAM



Become a  
**HOST FAMILY!**



# INTERNATIONAL STUDENT PROGRAM

## Host Family Information

The Red Creek Central School District is initiating an International Student Program (ISP) to bring positive and diverse International Students into our rural culture.

The new F-1 Visa program will allow us the flexibility to add a dynamic to our school system like never before. It will also provide monthly stipends of up to \$500 to the host family for room, board, and entertainment expenses.

International Students will be placed by an agency in approved host family homes for either a semester or entire school year.

Once approved, an international student will be assigned to your household. You will be reimbursed for expenses such as room, board, entertainment, etc., up to a maximum of \$5,000.



Opening up your home  
to an International Student can be a  
very rewarding experience  
for everyone in the home.

The learning of different cultures  
for both the International Student  
and host family is  
the experience  
of a lifetime.

### Hosting a student:

- Builds life-long friendships around the world
- Teaches you and your family about the customs, traditions, languages, and cultures of another country
- Enhances family time by providing the experience of a lifetime
- Enriches your local community, as well as your immediate family
- Allows your family to share its love and kindness with other families from around the world
- Opens doors to opportunities for both your family and your students
- Promotes world peace while educating tomorrow's international leaders here in the US

In order to be a host family the following must be completed or agreed to:

- Complete Host Family Application
- Sign Criminal Background Check Authorization Release
- Agree to and Complete Host Family Orientation
- Provide proper supervision to the International Student
- Agree to monthly and bi-monthly supervisor meetings

[www.rccsd.org](http://www.rccsd.org)



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(ATTACHMENT 3)

### **SAMPLE – HOST FAMILY SURVEY**

**How would you rate your experience as a host family this year?**

- ☐ Positive
- ☐ Both Positive and Poor
- ☐ Poor
- ☐ Other:

**Was the experience of hosting what you expected?**

**What was the greatest part of hosting a student?**

Give details...

**What was the most difficult part of hosting a student?**

## RULES FOR HCS INTERNATIONAL STUDENT PROGRAM

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### THE STUDENT

1. The student must obey the rules of the Host Family.
2. The student should **NOT** stay overnight at a friend's home during the first two (2) weeks while he/she is adjusting to the customs and habits of their new home, school and country.
3. The student is expected to become part of the host family.... To do the **SAME** chores, which are expected of the other children in the home, and to, take part in family activities and functions.
4. The student **MUST** attend school on a daily basis. **NO EXEPTIONS.**
5. The student may **NOT** purchase/consume **ALCOHOLIC BEVERAGES.**
6. Involvement in the use or sale of Drugs/Narcotics or **VIOLATON** of any Local, State or Federal Law may result in the **IMMEDIATE** return of the student to his/her own country at the expense of the **NATURAL FAMILY.**
7. Students are covered by medical insurance, but **MUST** inform his/her host parents of **ANY** illness or accident, so that proper medical attention can be obtained.
8. The student may **NOT** drive any motor vehicle or take driver education courses.
9. The student may **NOT** accept employment for pay during his/her stay abroad.
10. A responsible **ADULT MUST** accompany the student in all overnight travel away from the host family and community. The itinerary, including dates names and telephone numbers must be sent to and approved by the Superintendent of Schools and/or the HCS International Student Coordinator **PRIOR** to travel. This permission is not necessary for routine overnight visits with friends within the community.
11. **ANY** and **ALL** visits or traveling involving **NATURAL FAMILY** while on the HCS International Student program **MUST** be **APPROVED** by Superintendent of Schools and/or the HCS International Student Coordinator **PRIOR** to **NATURAL FAMILY'S** arrival to the host family's community and home.
12. The student **MUST** return to his/her home country on the date specified by the Hamilton Central School since the **IMMIGRATION DEPARTMENT** and **AIRLINE COMMITMENTS** are involved. **NO SPECIAL EXTENSIONS CAN BE ALLOWED.**
13. If an HCS International student receives a request from HCS (Expulsion) and/or Host Family to have a student removed due to behavior unbecoming to a Foreign Exchange Student (Unauthorized Smoking in the Host Home, Consumption of Alcohol, Drugs, Legal Issues, Engaging in Sexual Intercourse, etc.) that student will be subject to the immediate return to his/her own country at the expense of his/her **NATURAL FAMILY.** Any issue involving Expulsion from the Host High School or Behavior "Unbecoming of a Foreign Exchange Student," will be taken under individual consideration.

### THE HOST FAMILY

1. The host family should exchange greetings and letters with the natural family of the student. Under **NO** Circumstances should the host family carry on business transactions, make agreements **OR** private arrangements concerning the student without **PRIOR APPROVAL** from the Hamilton Central School District.
2. The host family is required to furnish a clean and orderly home, a private bed (if not a separate bedroom), space for studying, clothing storage, laundry facilities and meals (bagged lunch for school is included, cafeteria bought lunch is not). Student is able to prepare his/her own breakfast and bagged lunch.
3. Must see that the student attends school daily.
4. The host family should provide the opportunity for the student to attend religious services of his/her own faith, if available. (Weekly if possible)
5. The host family should refrain from lending money to the student. The students come with their own spending money. The natural parents will periodically send money to the student.
6. The host family should give the student a great amount of Love, Sympathy, Understanding and a proper amount of discipline. Treat the student as a regular family member.

**\*\*FAILURE TO COMPLY WITH THE ABOVE-MENTIONED RULES MAY  
RESULT IN REMOVAL FROM THE INTERNATIONAL FELLOWSHIP, INC.  
PROGRAM WITHOUT REIMBURSEMENT AND THE POSSIBILITY OF  
FORFEITING RETURN TRIP TICKETS (IF APPLICABLE) \*\***



## BASIC RESPONSIBILITIES OF HOST FAMILY

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- ❖ An Orderly Home with a Private Bed (if not a separate bedroom) for the Exchange Student
- ❖ Space for the Student to Write Letters, Study and Store Clothing
- ❖ Laundry Facilities
- ❖ Welcome the Student at the Airport upon Arrival and Accompanies the Students to the Airport for Departure Home. The Local Representative may also Greet and Bid the Student Farewell.
- ❖ Daily Meals (students able to prepare own breakfasts) Lunch is Included if it is a bagged lunch from home for School.
- ❖ Insures that the Student is registered at a High School and Attends on a Daily Basis.
- ❖ Provides Opportunities for the Student to Attend religious services of His or Her Faith, if possible.
- ❖ Offers the Student Patience and Understanding, with a Proper Degree of Discipline, as the Student would be a Regular Family Member.
- ❖ Acts in **Voluntary Capacity**, with No Compensation from any Source

## BASIC RESPONSIBILITIES OF THE EXCHANGE STUDENT AND NATURAL FAMILY

- ❖ ALL Program Fees
- ❖ Passport, Travel Documents and Travel Expenses from Home to Point of Departure
- ❖ Round-Trip Transportation if not with the Student's Program.
- ❖ Immunization/Physical Examinations
- ❖ Personal Expenses (Clothing, Toiletries, Souvenirs, Entertainment, Public Transportation, School Supplies, Cafeteria (school) Lunches, Telephone Calls...)
- ❖ Possibly Return-Trip Airfare if the Student and/or Parents violate any of the Rules, Regulations (laws) or Policies of International Fellowship, the Host Family, the School or the Community.
- ❖ ALL Costs associated with the HCS International student experience (Student Participation is OPTIONAL)



Friday, August 26, 2016  
Dr. Alston & Mr. Dowsland

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9:00-12:00 Orientation

12:00-1:00 Lunch

1:00- Schedules with TBA

Orientation is designed to introduce you to the school, the Superintendent, possible teachers, and your International Coordinator. It is also to ensure that you are familiar with routines and expectations in school, at home with your host family, and in the United States in general. In addition, you will receive your schedule and learn about the services and activities provided for all students.

- Welcome
- My Name Is Activity
- Slide show
- Teacher/Staff Booklet & Tour of the building
- School Information
  - Calendar and school day (periods, SH, lunch, Fa/Fb)
  - Academics- grading, agendas, tests, homework, ineligibility, report cards, ERB's
  - Bell system and passes
  - Bussing (Mr. Crumb)
  - Fire drill and lockdown drills (Mr. Dowsland)
  - Class fundraisers
  - Computer/laptop policies
  - Code of Conduct- shortened version
  - Breakfast and lunch
- Questions/Answers about school
- Host Family Information
  - Family rules- computer usage, chores, being a good roommate
  - Appreciation/courtesy
  - Communication
  - Financial Issues
  - Healthcare
- General Information
  - Sexual Abuse
  - Gender Roles
  - Dating
- Questions/Answers about host families
- 11:30 Mentors will arrive- meet and greet – go over upcoming activities together
- Lunch at the Colgate Inn
- Return to school to work on schedules with TBA. You may leave when you are done.

## HCS International Coordinator and Suggested Timelines

### **Early Spring (Jan-March)**

- Establish tuition and housing rates with the KIDS committee and Board
- Receive applications
- Look for host families
- HOURS: ~10 hours per week

### **Late Spring (April-May)**

- Process applications including academic records, vaccinations, health records, etc.
- SKYPE with student
- Continuing locating housing and processing
- Process host family applications
- Visit homes
- Arrange for the students transportation home and keep records
- HOURS: ~15 hours per week

### **Early Summer (June-July)**

- Finish processing all missing information
- Process last minute applications
- Arrange transportation and keep records
- HOURS: ~10 hours per week

### **Late Summer (August)**

- Training for host families
- Arrange two days of language camp for kids
- HOURS: ~20 hours per week

### **All School Year**

- Contact homes and file monthly reports
- Contact students monthly and file reports
- Contact school on a daily basis
- Provide occasional recreation
- Arrange for respite for those that need it
- Deal with home/student issues
- Connect with Guidance Office
- Develop creative ways to improve the program
- HOURS: ~ 8 hours per week