

JQK-R Exchange Students

1/16/25

RATIONALE/OBJECTIVE:

The Cobb County School District (District) recognizes the value of international study and provides rules for student participation in international student exchange programs that have been approved by the U.S. State Department. These approved programs must be consistent with the Council on Standards for International Educational Travel (CSIET) and District rules.

RULE:**A. INTERNATIONAL EXCHANGE STUDENT:**

An international exchange student shall be defined as a student who requests authorization for enrollment through an international exchange agency approved by the CSIET.

B. GUIDELINES:

1. An approved exchange program must have an office within the State of Georgia and must be registered through the Cobb County Schools International Welcome Center (IWC). The IWC reserves the right to decline to accept students from an international exchange agency at its discretion.
2. Each student exchange agency must comply with the following conditions:
 - a. Provide documentation of non-profit status.
 - b. Assume full responsibility for the student including housing, host families, and all other student needs and concerns that may arise.
 - c. Ensure that exchange students have complete insurance coverage to address injury, illness, and catastrophic events.
 - d. Screen all potential foreign exchange students to determine English proficiency level.
3. Criteria for acceptance will be established by IWC (see Form JQK-1).
4. Students accepted for exchange programs may be involved in either a full-year program or a one-semester program.
5. Admission of international exchange students to the District shall be coordinated by the IWC. Requests for admission must include the following documentation: student name and address, biographical information, school transcripts, English proficiency test scores, and the name and address of the host family.
6. Student applications will be accepted beginning February 1 and ending May 15 for the next school year. Completed applications must be received by the IWC no later than the May 15 deadline for consideration for the upcoming school year.
7. International exchange students must not be older than 18 on/by September 1st of their year of enrollment in the District.
8. Students eligible for participation as international exchange students must not have completed the final year of the high school equivalent recognized by their home country.
9. International exchange students will be placed in the 10th or 11th grade based on age and the last grade level completed. Taking into consideration student interest and academic history, course placement will be determined by local school counselors and administrators.
10. If an exchange student wishes to participate in interscholastic athletics while enrolled in the District, an official copy of the student's transcript must be provided to the IWC for all years of secondary education. Exchange students must also meet eligibility requirements of the Georgia High School Association.
11. Students accepted for exchange programs may receive course credit but are not eligible to earn a high school diploma from their host school.

12. International exchange students not present on the first day of the semester(s) enrolled will be subject to being withdrawn from the program. Agencies that have orientation programs that delay enrollment must seek approval from the IWC and the school in advance.
13. International exchange students must maintain acceptable attendance and behavior as well as maintain a "C" average in all of their assigned classes.
14. Should an exchange student need to be removed from the initial host family, it is the responsibility of the exchange agency to notify the IWC and the local school prior to the change. IWC will coordinate with the exchange agency regarding the student's eligibility to continue enrollment in the District in accordance with applicable District rules/policies.
15. The District reserves the right to limit the number of international exchange students placed in high schools and to determine the criteria for exchange student admittance. The District also reserves the right to refuse exchange students based on their English proficiency scores, academic records, essays, or recommendations.
16. Communication regarding applications and general inquiries must be directed to the IWC through the exchange agency representative(s). Agency representatives should limit their contact to the IWC, and refrain from contacting local schools directly.
17. Individual student exchange agencies may place no more than two (2) foreign exchange students per school, District limits permitting.
18. School Placement:
 - a. Exchange students must enroll in the school located in the attendance zone of the host family's residence.
 - b. If a host family resides in the attendance zone of a school that does not accept exchange students, the exchange agency may request that the IWC grant permission for the student to attend a school outside of the host family's attendance zone. Should approval be granted, it will be the responsibility of the host family to provide transportation for the student. District transportation will not be provided.
19. Failure of an exchange agency to abide by these procedures can result in a review of the agency's privilege of placing students in the District.

Revision Timeline*:

Adopted: 9/26/02

Revised: 10/9/02

Reclassified an Administrative Rule: 9/1/04

Revised: 10/14/09; 6/8/11

Revised and re-coded: 1/7/13 (Previously coded as Administrative Rule JFABB)

Revised: 11/13/13; 6/8/16; 5/16/19; 2/10/22; 1/16/25

*Administrative Rules and Board Policies are reviewed on a regular basis. Dates indicate when revisions were made, not the dates of document review.

Division: Academics (Teaching & Learning)

Legal Reference

Rule 160-5-1-.28

22 USC 2452

Student Enrollment and Withdrawal

Authorization of activities for mutual educational exchange program