

**ADMISSION OF EXCHANGE STUDENTS - AR**

- I. Applications for admission of exchange students will be accepted only from exchange programs recognized by the Board of Education
- II. No more than six (6) exchange students may be accepted in the county each year without special consideration by the Board of Education. An exchange student must:
  - A. be between 16 and 18 years by the first day of school\*
  - B. have sufficient proficiency in the English language to participate in all classwork without special tutorial assistance
  - C. hold a valid J-1 visa
  - D. submit transcripts evaluated by the International Student Guidance Office and immunization records to the principal prior to May 1\*
  - E. be living with a host family within the boundaries of the receiving school
  - F. show that their candidacy is sponsored by an exchange program approved by the Talbot County Board of Education
  - G. state their willingness to assist in some manner the curriculum of the school they are attending (i.e., assisting with language classes, social studies classes, etc.)
  - H. communicate his/her objective for applying for admission (international certificate, high school diploma, or other).
- III. A host family must:
  - A. request in writing the permission of the Superintendent for a nonresident student to attend Talbot County Public Schools tuition-free by May 1\*
  - B. complete a host family affidavit form accepting responsibility for the student and verifying that they are serving as a volunteer host family without personal profit by May 1\*

\* All dates imply the calendar year in which the student will begin attending school. The Superintendent may waive this deadline if evidence is provided to establish reasonable cause.
- IV. The Principal will:
  - A. screen applications to determine if there is an appropriate program available for the student
  - B. determine if space is available, subject to class sizes

- C. inform the exchange student and host family that exchange students:
    - i. are subject to all policies and regulations governing the conduct and behavior of resident students
    - ii. must maintain passing grades in all subjects as well as satisfactory discipline and attendance records
    - iii. must pass all state requirements for graduation to receive a Maryland State Diploma
    - iv. may receive a Talbot County certificate of attendance or diploma if he/she is unable to complete all state requirements to receive a Maryland State Diploma
  - D. recommend the approval or disapproval of an exchange student to the Superintendent
- V. The Board of Education shall not be obligated to provide tutorial services to exchange students which could result in unreasonable expense to the school system.

See also Policy Code 10.7 - Admission of Non-resident Students

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