Students

Administrative Procedure – Exchange Students

A. Admission of Non-immigrant Students

Non-immigrant students (citizens of another country who enroll with the understanding they will be returning to their country at a future date) seeking admission to the Granite City School District must meet the following requirements:

1. The foreign student must be sponsored by an approved adult or community organization. The sponsor must receive approval for enrollment before the student leaves the native country.
2. The student must satisfy the same age and other general requirements of citizen students. (Maximum age at time of enrollment is 18 years.)
3. The student must be of junior status in our school with at least one more year of education remaining to be taken in his/her native country.
4. The student must be of high academic standing in the school of his/her home country.
5. The student must possess a functional speaking and written understanding of the English language.
6. The student must enter at the beginning of the semester and attend for a minimum of one and maximum of two semesters.
7. The student will be evaluated and graded on the same basis as all other students. Students will not be permitted to attend classes on a non-credit or audit basis.
8. The student will be subject to the same policies, rules of conduct, and attendance requirements that apply to citizen students. It is expected that students will meet general requirements for placement as a junior in high school.
9. The fundamental purpose of the exchange program is cultural exchange; therefore,
    a) exchange students cannot earn diplomas;
    b) exchange students cannot actively participate in graduation exercises;
    c) exchange students who have met the objectives of the exchange program may receive recognition during graduation, appropriate assemblies, banquets, etc.
10. No more than three (3) exchange students will be admitted in any given year.
11. Exchange students will be allowed to participate in extra curricular activities provided they meet the senior high school eligibility requirements and all standards of the Illinois High School Association and North Central Accrediting Association.
12. A transcript of the student's classes and attendance while enrolled in Granite City High School will be sent to the student's home school upon request.

13. In all cases, the sponsors and/or hosts of the exchange student will meet with the senior high administration to ensure that they understand the rules and regulations and to sign the exchange student agreement and other appropriate enrollment papers.

B. **Granite City Students Involved in Foreign Exchange**

1. The student must be of junior status with at least 2 semesters of education remaining at Granite City Senior High School.
2. The student must be sponsored by an approved adult or community organization.
3. Each student will be provided with an official transcript.
4. The student must be of high academic standing in our school.
5. An official transcript must be received from the host foreign school prior to the granting of elective credit. A maximum of 2-1/2 elective credits may be accepted by Granite City High School upon the return of our student.
6. In all cases, the parent or guardian of the student must meet with the senior high school administration prior to the student's leaving to ensure that he/she understands the rules and regulations and to sign the exchange student agreement.

C. **Record Keeping Procedures**

1. Exchange student transcripts shall be color coded and shall indicate that the student is not eligible for graduation.
2. Exchange student records shall be filed alphabetically at the end of the "active" student files while enrolled. Upon departure, the record shall be placed at the end of the "drop" file in the area marked "Exchange Student Section."
3. In alphabetical order in the total drop file, an index card will be filed indicating that the record for this person will be found in the "Exchange Student Section" at rear of drop file.

Adopted: 8/10/04