

# **POLICY COMMITTEE MEETING**

**March 4, 2019  
Central Office – Library  
4:30 PM**

## **AGENDA**

### **COMMITTEE MEMBERS:**

N. Carlow	A. Dube
E. DeCotiis	A. Payeur

- Attendance
- IKF – Graduation Requirements (20 mins)
- IKFB – Participation in Graduation (5 mins)
- IMBAA – Alternatives to Biological Dissection (5 mins)
- IMBB – Exemptions from Required Instruction (5 mins)
- JEAA – Student Attendance/Student Absences & Tardiness (5 mins)
- JFABB – Foreign Exchange Students (5 mins)
- JFABD – Admission of Homeless Students (15 mins)

Next Meeting: March 18, 2019 @ 4:30

**MSAD 6**

## Graduation Requirements

Before entering Bonny Eagle High School, students need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal.

MSAD 6 has adopted a ~~standards~~-**credit**-based system of learning consistent with Maine law, which means that after January 1, 2020, the awarding of a diploma will be contingent on the demonstration of proficiency in the content areas and Guiding Principles of the Learning Results.

**Students graduating in the Classes of 2015-2019 must meet the credit and other graduation requirements specified in this policy.**

**A student who would have graduated with the Class of 2019 and have been awarded a diploma at commencement but for his/her failure to earn sufficient credits or meet other requirements set by Board policy will have until December 31, 2019, to fulfill the graduation requirements applicable to the Class of 2019.**

The Superintendent, through the high school principal or other designee, will be responsible for making accurate information concerning graduation requirements available to incoming students and their parents prior to entering Bonny Eagle High School. Graduation requirements are included in every edition of the high school student handbook.

The Board has approved the following schedule of minimum requirements for graduation, which includes minimum requirements specified by the State of Maine. The Board is aware that current law and regulations are subject to change.

The Board expects the Superintendent/designee to inform students and parents as soon as practicable of any additional State-imposed standards that must be met before students may be awarded a high school diploma.

### Diploma Requirements for Students Graduating **from Bonny Eagle High School** in the Classes of 2015 Through 2019

~~Students who anticipate graduating in the Classes of 2015, through 2019 must meet the following minimum requirements in order to be awarded a high school diploma.~~

- A. The student must successfully complete a total of 24 credits. Of these credits, 12 ½ (twelve and one-half) must be those specified by the State of Maine. They are:
1. English/language arts – 4 credits;
  2. Mathematics – 2 credits;
  3. Social studies and history, including one year of American history and government – 2 credits;
  4. Science, including at least one year of laboratory study – 2 credits;
  5. Fine arts, which may include art, music, forensics or drama – 1 credit;
  6. Health – 1/2 credit; and
  7. Physical education – 1 credit.
- B. The student must demonstrate computer skills according to MSAD 6 standards for computer literacy, proficiency, and performance.
- C. In addition to the State requirements, the student must meet the following additional credit requirements established by the MSAD 6 School Board:
1. Math – 1 additional credit;
  2. Social studies – 1 additional credit;
  3. Science – 1 additional credit;
  4. ~~PLP—1 credit through the Class of 2017; and~~
  5. Capstone Project – 1 Credit ~~beginning with the Class of 2018.; and~~
  6. Financial Literacy – .5 Credit ~~beginning with the Class of 2018.~~
- D. The remaining credits may be selected by the student based on his/her interest, satisfaction of course prerequisites, and requirements of the field that he/she plans to enter upon graduation.

E. Alternative Methods of Earning Credits

A student who is deficient in the above-listed requirements may meet up to 5 of those requirements through post-secondary course(s), a state-approved Adult Education course(s), a state-approved summer program, a pre-approved project by the high school principal, or a distant education program.

The student may participate in the next regular graduation ceremony following successful completion of the requirements.

Students who have accepted early admission at the collegiate level may graduate with their class if they inform the principal at the time of their acceptance into the early admissions program.

Course requirements will be disseminated to all incoming ninth grade students at the time of course selection. In addition, a copy of the course requirements will be included in the student handbook.

F. Students Receiving Special Education Services

Students who achieve proficiency in the meeting of content standards of the Learning Standards as specified in the goals and objectives **with the students identified disability and satisfy graduation requirements,** of ~~their Individualized Education Plans (IEP),~~ will be awarded diplomas.

Diploma Requirements for Students Graduating in the Class of 2020 and Beyond

In accordance with Maine law and MSAD 6's **standards**-based system of learning, ~~after January 1, 2020,~~ the awarding of a diploma from Bonny Eagle High School will be contingent on the demonstration of proficiency in the content areas of Maine's system of Learning Standards and meeting the cross-content performance standards of the Guiding Principles of the Learning Results, rather than the accumulation of credits. The student must also fulfill any other requirements specified in this policy.

Students **who anticipate graduating in the Classes of 2020 and beyond** must meet the following requirements in order to be awarded a Bonny Eagle High School diploma.

- A. Demonstrate proficiency in meeting standards in the following content areas of the Learning Standards. Meeting the standards entails demonstrating proficiency for each standard within each content area.
1. English Language Arts
  2. Mathematics
  3. Science and Technology
  4. Social Studies
  5. Health Education and Physical Education
  6. Visual and Performing Arts
  7. ~~World Languages~~
  8. ~~Career and Education Development (embedded in the other content areas)~~
- B. Meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results. A student graduating from Bonny Eagle High School is expected to **meet the following Guiding Principles through the successful** be a:
1. Clear and effective communicator;
  2. Self-directed and life-long learner;
  3. Creative and analytical problem solver;
  4. Responsible and involved citizen; and an
  5. Integrative and informed thinker.

Multiple Pathways to the Awarding of a Standards-Based Diploma

Bonny Eagle High School's educational program is designed to enable students to satisfy **specific graduation standards that have been approved by MSAD 6.** in requirements ~~four years through a sequence of educational (learning)~~

~~experiences/courses providing opportunities to gain and demonstrate proficiency in all of the content areas of the Learning Standards and in the cross-content Guiding Principles of the Learning Results.~~

~~Each pathway must provide a quality learning experience comparable in rigor to MSAD 6's own educational (course) offerings.~~

~~In order to pursue one or more of the multiple/alternative pathways, a student must have an individual plan detailing how the pathway will provide exposure to the content standards of the Learning Standards and how the student will demonstrate proficiency in meeting the standards. The personal learning plan must be approved by the Principal.~~

~~Students Receiving Special Education Services who achieve proficiency in the content standards of the Learning Standards and Guiding Principles of the~~

~~Learning Results, as specified in the goals and objectives of their Individualized Education Plans (IEP) will be awarded diplomas.~~

Additional Considerations Applicable to the Awarding of a Diploma From Bonny Eagle High School

This section applies to all students, in all graduation classes.

A. Transfer Students

For students who transfer to Bonny Eagle High School from another state or from an educational program that is not required to be aligned with the content standards of the system of Learning Standards, the Bonny Eagle High School Principal will determine the value of the student's prior educational experience towards meeting graduation requirements.

B. Home-schooled Students

For home-schooled students wishing to receive a diploma from Bonny Eagle High School, the Bonny Eagle High School Principal will determine the value of the student's prior educational experience toward meeting graduation requirements.

C. Delayed Awarding of Diplomas

A student who leaves Bonny Eagle High School to attend an accredited, degree-granting institution of higher education may upon satisfactory completion of the freshman year be awarded a high school diploma, provided that the student has notified the principal at the time of the early admission.

D. Early Awarding of Diplomas

A student who has met the State's and the Board's diploma requirements in fewer than four years of high school may be awarded a diploma.

E. Extended Study

Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities will be specified in the student's Individualized Education Plan.

~~F. Certificate of Completion~~

~~The Board may provide a Certificate of Completion to a student who leaves school having completed four years attendance as a full-time high school student and who has earned the required credits but has not met Learning Results proficiency standards that may be mandated by the State~~

~~G. Participation in Graduation Ceremony~~

~~A student must complete all Board requirements for a high school diploma or Certificate of Completion in order to participate in graduation exercises.~~

H. Honors and Awards at Graduation

In order to be eligible for honors or awards based wholly or in part on academic achievement (e.g., valedictorian, salutatorian, class speaker,

“Top 10 percent”), a student must have been enrolled full time at Bonny Eagle High School prior to the first grade-reporting period of their junior year. Students who do not meet this enrollment requirement will not be “ranked” for the purpose of determining eligibility for graduation honors, awards, or scholarships.

Legal Reference: 20-A MRSA § 4722  
Ch. 127 § 7 (Me. Dept. of Ed. Rule)

Cross Reference: IHEDA – Post-Secondary Enrollment Options  
~~IK – Student Achievement~~  
IKFB Participation in Graduation  
KE – Parent or Citizen Complaint

First Reading: March 7, 2001  
Adoptd: March 19, 2001  
Reviewed: April 7, 2003  
Revised: May 5, 2003, June 3, 2013, January 20, 2015



### Participation in Graduation

Participation in the graduation ceremony of Bonny Eagle High School will be limited to those members of the senior class who have met all the requirements as stated in Policy IKF – Graduation Requirements and are eligible for a diploma from Bonny Eagle High School.

The Bonny Eagle High School Principal will consider the following exceptions for students in the current graduation cohort.

1. Students with Individual Education Plans (IEPs) who have met all graduation requirements but who are not being granted a diploma and will be maintaining enrollment at Bonny Eagle High School in order to continue working toward IEP goals.
2. Foreign Exchange Students who are enrolled as seniors, and who have earned or will earn a diploma at another academic institution outside of the United States, but will not be earning a Bonny Eagle High School diploma.
3. Students who have earned at least 16.0 credits and have experienced an educational disruption due to a catastrophic illness or persistent medical condition and will be continuing enrollment in Bonny Eagle High School during the following school year.

Other exceptions may be considered by the principal in extreme circumstances on a case-by-case basis. Any decisions on exceptions can be appealed to the superintendent.

Students may only participate in one Bonny Eagle High School graduation ceremony.

Legal Reference: 20-A MRSA 207-A § 4722

Cross Reference: IKF – Graduation Requirements  
JFC – Dropout Prevention – Student Withdrawal from School  
JFC-E – Bonny Eagle High School Withdrawal From School  
JFC-R – Student Withdrawal From School Administrative Procedure  
KE – Parent or Citizen Complaint

FIRST READING: June 5, 1989  
ADOPTED: June 19, 1989  
REVIEWED: June 1993  
REVISED: June 2, 2014; May 16, 2017

### **Alternatives to Biological Dissection**

The MSAD 6 Board recognizes that divergent opinions exist among parents and students regarding the appropriateness of using dissection as a means of achieving certain instructional goals in the biological sciences. Therefore, in order to ensure that legitimate objections to dissection are taken into account while at the same time protecting the integrity of the instructional program, the following procedure will be observed:

1. In instances where students and/or parents object to dissection on ethical or moral grounds, a written request from the parents of the student wishing to be excused from dissection will be submitted to the teacher in whose class the dissection is to occur. The request will state the reasons for requesting that the student be excused from dissection.
2. The teacher, in consultation with the principal, will review the request. Those reviewing the request may wish to schedule an interview with the parent(s) and/or student in order to gain information needed to reach a decision.
3. If the request is approved, an alternative activity closely related and of comparable rigor, will be assigned in lieu of the laboratory dissection. The alternatives may include such activities as computer simulations and research.
4. If the request is disapproved, the parent(s)/or students may appeal the decision to the superintendent whose decision will be final.
5. The student will be responsible for and evaluated on the material covered in the alternative activity.
6. The alternative activity will carry credit equivalent to the dissection activity.
7. The Superintendent will ensure that sufficient means are put in place to annually inform students and parents about the availability of alternatives to dissection and the procedure for requesting such alternatives.

First Reading: June 18, 1990  
Adopted: July 9, 1980  
Reviewed: June 1993; December, 2002; December 21, 2014  
Revised:

### **Exemption From Required Instruction**

The curriculum of MSAD 6 is designed to reflect the learning expectations for all students in all content areas of the system of Learning Results/Common Core, as well as other statutory and regulatory requirements and content areas specified by the Board.

The Board acknowledges that from time to time individual students may be exposed to some ideas and materials with which they or their parent(s)/legal guardian disagree. Students and their parent(s)/legal guardian cannot be required to adopt ideas with which they disagree, but such disagreement alone is not a sufficient basis to exempt a student from the prescribed curriculum. Exemptions from the required curriculum should be minimized because they can detract from the overall instruction provided to the class as a whole and the educational objectives sought to be achieved by the curriculum.

The Board recognizes, however, that there could be topics in the curriculum which may be objectionable to individual students and/or parent(s)/legal guardian based on their particular sincerely held religious or philosophical beliefs. Exemption from instruction which infringes on such beliefs may be requested by the parent(s)/legal guardian.

Requests for exemption from instruction must be made in writing to the building Principal and are subject to the approval of the Principal. The Principal will notify the Superintendent as soon as practicable of any request for exemption from instruction and of his/her decision. If the Principal denies an exemption request, the parent(s)/legal guardian may appeal to the Superintendent.

In considering requests for exemption, factors that the Principal will consider may include:

- A. The alignment of the curriculum with the system Learning Results/Common Core;
- B. Whether the course or content area is required by state law or Board policy;

- C. The educational importance of the material or instruction from which exemption is requested;
- D. Evidence regarding the sincerity of the belief on which the request is based;
- E. Whether the school has a legal obligation to accommodate the exemption request;
- F. The effect of exemption or accommodation on the validity of the local assessment system; and
- G. Other factors that bear upon the particular request.

Exemptions from required instruction does not excuse the student from meeting the requirements of the Learning Results/Common Core or from total credit hours or other requirements for graduation, or from performing alternative work.

When the Principal determines that the curriculum that has been aligned with the system of Learning Results/Common Core conflicts with sincerely held religious beliefs of a student or his/her parent(s) or legal guardian, reasonable accommodation in the curriculum will be made for the student, within the scope of existing resources. Alternative instruction may be provided by the school or through approved independent study. Any alternative instruction will be approved in advance by the principal in consultation with appropriate instructional staff and will meet the standards and objectives of the part of the curriculum that is being replaced. When requests for exemption from required curriculum are made for religious reasons, a parent/legal guardian who is dissatisfied with the Principal's decision may appeal to the Superintendent. If the accommodation in the curriculum that is requested is so great that the validity of the local assessment system is compromised, the Superintendent will determine how to address the situation.

When a student is exempted from any portion of the regular curriculum for other than religious reasons (exemption based on sincere philosophical beliefs), the staff will make reasonable efforts, within the scope of existing resources, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school or through approved independent study. Any alternative instruction will be approved in advance by the Principal in consultation with the classroom teacher, and will meet the standards and objectives of the part of the curriculum that is being replaced. When

requests for exemption are made for philosophical or moral reasons, a parent/guardian who is dissatisfied with the Principal's decision may appeal to the Superintendent whose decision will be final.

Legal Reference: 20-A MRSA/6209  
LD 1536, Chap. 51 Resolves  
Ch. 127/3.07 (Me. Dept. Of Ed. Rules (Me. Dept. of Ed. Rules)  
Ch. 131 (Me. Dept. of Ed. Rules)

Cross-reference: ADF – School District Commitment to Learning Results  
IJJ – Instructional and Library Material Selection  
IMB – Teaching About Controversial/Sensitive Issues  
IMBAA – Alternatives to Biological Dissection  
KE – Parent or Citizens Complaint

First Reading: February 3, 2003  
Adopted: March 3, 2003  
Reviewed:  
Revised: July 15, 2013; January 21, 2014

### **Student Attendance/Student Absences and Tardiness**

Regular school attendance is essential to academic success. Because the process of education depends upon exposure to subject matter, continuity of instruction and class participation, absence from class is detrimental to student learning. The interaction of students with the teacher and with other students contributes to mastery of content, critical thinking, and development of effective communication and social skills.

Responsibility for maintaining student attendance is a shared responsibility.

- A. Except for excused absences, students are expected to attend school every day, arrive at school and to each class on time, and remain in school for the full day.
- B. Parents are expected to ensure that their children arrive at school each day on time, remain in school for the full day, and attend school consistently throughout the year.
- C. Schools will maintain a comprehensive attendance record for each student. School staff are expected to monitor attendance and communicate with parents and students regarding attendance and tardiness.

The Superintendent, in consultation with school administrators and, as appropriate, other MSAD 6 staff, will be responsible for developing rules and procedures related to student attendance. Such rules and procedures will include provisions for:

- A. Disciplinary consequences for unexcused absences, tardiness, early departures and absences from classes;
- B. The potential academic consequences of excessive absenteeism; and
- C. The making up of tests, quizzes and other work missed during excused and unexcused absences.

The Board's policy and the schools' attendance rules and procedures will be communicated to students, parents, administrators and staff by means of student and staff handbooks, student and parent orientations and/or other means as deemed effective and

appropriate. The potential disciplinary consequences for unexcused absences from school or class and for unexcused tardiness and early departures will be included in the student code of conduct.

Cross Reference:     JEA – Compulsory Attendance  
                          JFC – Dropout Prevention/Student Withdrawal from School  
                          JHB - Truancy

FIRST READING:    May 5, 2014  
ADOPTED:            May 19, 2014  
REVIEWED:  
REVISED:

### **Admission of Exchange Students**

The Board of Directors of MSAD 6 recognizes the benefits derived from the placement of exchange students from throughout the world in our school system's secondary programs. The following guidelines have been established so that the exchange students attending our schools have a quality experience. Exchange organizations must adhere to our policies and follow our guidelines before they will be permitted to have their students enrolled at Bonny Eagle High School.

Any exchange program recognized by the National Association for Secondary School Principals (N.A.S.S.P.), is eligible to enroll students in our high school. Bonny Eagle High School will accept up to eight (8) foreign exchange students on a first-come, first-serve basis, in any one academic year. Consideration for enrolling additional foreign exchange students will be reviewed by the MSAD 6 Board of Directors.

The deadline for registration will be two weeks before the beginning of school in the fall. During the summer, the principal will keep track of the number and nationality of students enrolled. Representation from more than one country is encouraged.

The Program Volunteer must notify the school as soon as a host family is found and student and placement information must be made available at this time.

The following is a list of required placement information.

- a. Method of student selection
- b. Method of determining English proficiency
- c. Copy of student application and records – academic (with grade translation), health and immunization
- d. Host family name, address and phone number
- e. Local volunteer's name, address and phone number (this person should live in Maine and be close enough to be in regular contact with the student)
- f. Confirmation of visa status of the student
- g. Organization's statement of purpose



Our goal is that a mutual, beneficial exchange exists between the student, their sponsoring organization and the school district. Exchange students should be treated as any other student at Bonny Eagle High School with the same rights, privileges and responsibilities. They are encouraged to take English, American History and government. Exchange students enrolled as seniors may participate in graduation exercises and will receive an unofficial diploma. The foreign exchange student is expected to make a contribution to our community and school by sharing his/her culture and by being respectful of our cultural heritage. We encourage students to speak about their country to classes at any grade level. We encourage our own students to explore opportunities to travel and study abroad.

MSAD 6 reserves the right to terminate an agreement with a foreign exchange student sending agency should there not be an appropriate fit or match.

FIRST READING: March 18, 1991  
ADOPTED: April 1, 1991  
REVIEWED: June 1993  
REVISED: July 15, 2013

NY

5152.1-R

## ADMISSION OF FOREIGN STUDENTS REGULATION

The High School Building Principal shall review applications for the admission of foreign students according to the guidelines established below.

1. Students must be between the ages of 15 and 18 years and six months.
2. The student must have demonstrated in his/her home school a level of scholastic achievement to indicate the possibility of success in the high school.
3. The student must be proficient in the English language.
4. The student's records and credentials, including English translation, indicating all academic institutions attended, courses studied, and grades received in secondary school must be available to school officials no less than three weeks prior to the departure from the student's home or by June 15 for admission the following September.
5. The student must be in good health and an immunization record must be provided.
6. The student or the sponsoring organization must provide verification of health and accident insurance with a minimum limit of \$50,000.
7. The student must enroll for a full course of study, on a full-time basis.
8. The student must agree to conform to established standards of acceptable behavior and conform to the rules and regulations of the high school.

All applications will be reviewed by the international student advisor, appropriate counselor, and the High School Building Principal. After the review, a recommendation for the approval or rejection of the application will be submitted to the Superintendent.

The district reserves the right to deny admission to any student not meeting all the requirements set forth in this policy and regulation.

### *Payment of Tuition*

Any letter of acceptance furnished to a foreign exchange program on behalf of a foreign student with a J-1 visa will state that tuition will be waived, unless the Board determines otherwise. If Board opts to charge tuition, the letter of acceptance will state the cost of tuition and the terms of payment.

F-1 students will pay tuition for the amount of the full, unsubsidized per capita cost to the district of providing education to the student. Any letter of acceptance furnished to a foreign student with an F-1 visa must state the cost of tuition and the terms of payment.

*Extracurricular Activities*

The Board permits foreign students to participate in all district extracurricular activities, provided they meet the district's eligibility requirements and follow the district's behavioral and academic rules. Foreign students wishing to participate in interscholastic athletics must also:

1. (for students with J-1 visas) be sponsored by an organization both approved by the U.S. Department of State and accepted by the Council on Standards for International Educational Travel (CSIET); and
2. comply with all State Education Department and New York State Public High School Athletic Association (NYSPHSAA) rules and standards.

*Registration; Graduation*

1. The non-immigrant student must present himself/herself for registration prior to the first day of classes for the current semester.
2. At the time of registration the non-immigrant student will be provided a form, to be signed by him/her, the host family, and, in the case of a foreign exchange student, a representative of the sponsoring organization, indicating compliance with the conditions as stated in this policy.
3. The non-immigrant student will be granted a certificate upon completion of an approved course of study and will be allowed to participate in commencement exercises, as appropriate.

*Termination of Progress*

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

1. failure of two or more courses of study without sufficient effort;
2. failure to conform to established rules and regulations;
3. failure to conform to the regulations established by the sponsoring organization; and/or
4. excessive absences.

*Suspension of Sponsoring Organization*

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

Note: Regulation added

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**DISTRICT POLICY**  
**JFABB**  
**ADMISSION OF EXCHANGE AND**  
**FOREIGN STUDENTS**  
Adopted: June 26, 1997  
District Regulation JFABB-R

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The Board recognizes the educational and cultural value of international exchange programs and students and authorizes the admission of a limited number of international exchange students to the regular educational programs offered in the District's schools. To protect the interests of the District, its schools and students, the only international exchange students who shall be admitted are students from District-approved exchange programs and students privately sponsored by District residents.

International exchange programs are approved by the District on an annual basis. District approval must be obtained prior to seeking the admission of any international exchange student to a District school.

International exchange students associated with District-approved exchange programs shall be considered wards of the families with whom they reside.

Privately sponsored international exchange students may be enrolled if an adult resident of the District has been given temporary guardianship and the student lives in the home of that guardian and if the student meets all United States Department of Justice, Immigration and Naturalization requirements for a student visa.

This policy and its accompanying regulation shall apply to non-immigrant students from other countries who are temporarily in Jefferson County without their parents/legal guardians for the purpose of attending school. These students are those who would qualify for a J-1 visa or an F-1 visa under the regulations of the United States Department of Justice, Immigration and Naturalization. This policy and accompanying regulation shall not apply to resident aliens, political exiles, or students from other countries residing in Jefferson County with their parents/legal guardians. Students in the United States on a visitor visa are not entitled to enroll in the Jefferson County Schools.

Exchange students on an F-1 visa shall be required to pay the District for the full, unsubsidized per capita cost to the District for providing education to the student for the period of his or her attendance.

Exchange students on a J-1 visa shall not be required to pay tuition.

**LEGAL REF.:**  
8 CFR Sec. 214, [8 U.S.C. 1184]

*END*

**CROSS REF.:**  
JFAB. Admission of Nonresident Students

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Jefferson County School District R-1

<http://jeffcoweb.jeffco.k12.co.us/board/policies/jfabb.html>

9/13/02



**DISTRICT REGULATION  
JFABB-R  
ADMISSION OF EXCHANGE AND  
INTERNATIONAL STUDENTS**

Adopted: June 26, 1997

Revised: March 12, 2002

Back to Policy

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**International Exchange Program Requirements**

To be considered for approval by the Jefferson County Schools, international student exchange programs must meet the following minimum requirements:

1. The program must be designated by the United States Department of State as a secondary student exchange visitor program, also called the *high school exchange program* and must currently be in good standing with the United States Department of State.
2. The program must be approved by and in good standing with the Council on Standards for International Educational Travel (CSIET).
3. Jefferson County civic organizations may be exempt from numbers one and two above but will be expected to comply with all other requirements which apply to international exchange organizations.
4. The program must have a local representative who resides within the greater metropolitan Denver area and who will meet with school personnel, the student and the host family on a regular basis.
5. The exchange organization must provide outbound exchange opportunities for American students just as it provides inbound exchange opportunities for students from other countries. The local representative must supply each high school with literature about its outbound programs and offer to talk with interested students about those programs.
6. Orientation, both pre-departure and upon arrival in the United States, must be provided to help international exchange students adjust to a new culture and, perhaps, language. Ongoing contact and support from the local representative of the exchange organization must also be provided.
7. Orientation must be provided to the host family in advance of the international exchange student's arrival. The family should be acquainted with the needs and requirements of housing a visitor for a long period of time, advised of potential problems in hosting an exchange student, and provided with suggestions for coping with these problems. Ongoing contact and support from the local representative of the exchange organization must also be provided.
8. The program annually must submit an application for approval to the appropriate District official assigned to coordinate and evaluate the program. The application format will be prescribed by the District. Applications are due by a date in the month of December to be determined by the Coordinator for consideration for the following school year. Applications will be reviewed by the International Exchange Student Program Advisory Committee and agencies will be informed of their decision. This committee will be chaired by the program coordinator and will include a central administrator and a parent. The committee may also include appropriate school based administrators and counselors.

## **International Exchange Student Admission Requirements**

The District regards students sponsored by District-approved international exchange organizations and those privately sponsored by Jefferson County legal adult residents as international exchange students, though the former will be seeking admission under J-1 visas and the latter under F-1 visas. International exchange organizations designated by the United States Department of State may issue the IAP-66, which is required to obtain a J-1 visa, after a student is granted permission to attend a Jefferson County school by the program coordinator. The Grants and Entitlement Program Office of the Jefferson County Schools may issue the I-20, which is required to obtain an F-1 visa, after a student is granted permission to attend a Jefferson County school. Regardless of the type of visa, international exchange students must meet criteria 1-6 below.

1. The student must not have turned 19 years of age before September 15 of the year of enrollment in a Jefferson County school.
2. The student must not have graduated from high school or its equivalent.
3. The student must reside with a legal adult resident of the Jefferson County School District. Every effort should be made to place international exchange students with host families where one or more students from that family attend the same school the exchange student will attend.
4. The student must have sufficient knowledge of the English language to enable effective oral and written communication, to use instructional materials and textbooks printed in English and to function in the regular educational program without special professional assistance.
5. The student must have average or above-average grades in the student's home school and must not be receiving special professional assistance to function in the regular academic program.
6. To request admission the international exchange organization or privately sponsored international exchange student must submit the following documents:
  - a. A completed Jeffco International Exchange Student Admission Request Form.
  - b. A copy of the face page of the host family agency application.
  - c. Three years of official transcripts and/or records of prior education from the student's home school and an English translation of the same documents. The records should reflect courses taken and grades/credits earned. Evidence that the student has successfully completed a minimum of three years of instruction in the English language, which includes speaking and listening as well as reading and writing.
  - d. Evidence of required immunizations.
  - e. Proof of English language proficiency: evidence the student has passed a test of English language proficiency, such as the SLEP, TOEFL or FSI, at a level of *proficient* or higher. For the SLEP test, that is a rating of 48 or higher.
  - f. A written application or a letter of application from the potential international exchange student to the district or school. This application/letter should provide pertinent information about the student (e.g., name, age, birth date, home country, level of education), the student's reasons for wanting to attend school in Jefferson County and the projected duration of enrollment. The name, address and phone number(s) of the international exchange student's own parents/guardians, the host family and the local international exchange program representative.
  - g. Two character references, one must be from the student's English language teacher documenting the type of instruction the student has had and the student's

level of proficiency and one from someone who has been acquainted with the student for at least one year.

### **Additional Documents for the Placement of Privately-Sponsored International Exchange Students**

Privately sponsored exchange students must also provide the following documents:

1. Proof of financial responsibility (e.g., affidavit of support, letters from parents and host family detailing how support will be provided and by whom). An exact dollar amount of support from personal funds, family funds from abroad and other sources of support is required for the I-20.
2. A notarized temporary custody agreement between the international exchange student's parents/guardians and the host family and/or exchange organization.
3. Evidence of health and accident insurance covering the duration of the student visa.

Note: Exchange students on an F-1 visa are required to pay the District for the full, unsubsidized per capital cost to the District for providing education to the student for the period of his or her attendance.

### **Placement of International Exchange Students in the Schools**

Only international exchange students who are sponsored by district-approved international exchange organizations or sponsored privately by a legal adult resident of Jefferson County and who have met the criteria outlined in the previous section may seek admission to the Jefferson County Schools.

1. All completed applications with supporting documentation are to be submitted to the Program Coordinators and testing by May 15 for the first semester. Enrollment commencing the second semester will be permitted only by special approval of the Coordinator(s). Applications for second semester should be made by October 1 and finalized by November 1. If special circumstances require waiving these deadlines, arrangements must be made with the Coordinator(s) prior to June 1.
2. All applications will be screened by the Program Coordinator(s).
3. An international exchange student may not be enrolled in a Jefferson County school without prior written approval from the appropriate Program Coordinator.
4. Upon the international exchange student's arrival in Jefferson County, the adult sponsor (host family and/or local representative of the exchange organization) and student must go to the school the student has been authorized to attend to complete the enrollment process.

International exchange students must arrive in sufficient time for attendance on the first day of school.

### **International Exchange Student Placement Limitations**

Only a limited number of students can be afforded this opportunity each year. Therefore:

1. Enrollment of international exchange students in each Jefferson County school is limited to one international exchange student per each 250 students. At the principal's

- discretion, this recommended limit may be increased, but the number of international exchange students may not exceed 1% of the school's enrollment.
2. To enhance the cultural diversity international exchange students bring to a school, no more than two students of the same nationality will be accepted for each school.
  3. So that all high schools may have the opportunity to share in the experience of hosting international exchange students, exchange organizations are asked to disperse the students they are sponsoring throughout the District's high schools. A maximum of four students sponsored by any exchange organization may be placed in a single school and no more than two of these students may be of the same nationality.
  4. If there is greater demand by international exchange organizations for admission of students than can be accommodated by the District's schools, specific limits may be given to organizations. Limitations may also be placed on new organizations and organizations approved on a conditional basis.

### **Status/Academic/Graduation Standards for International Exchange Students**

1. International exchange students will be treated as regular students. They are responsible for complying with district policies and regulations regarding attendance, academic standards, responsibilities and rights, discipline and graduation requirements.
2. International exchange students are expected to take five classes per term including one language arts/English class and one American history and/or government class and are expected to maintain passing grades in all classes.
3. High school-aged international exchange students enrolled for one school year or less will be classified as juniors. They will earn grades and receive credit for courses successfully completed but will not be included on the cumulative academic class ranking.
4. Exchange students are not eligible to receive scholastic awards but may be eligible to receive extracurricular awards. Exceptions will be made for privately sponsored international exchange students enrolled for two school years or longer and meeting all graduation requirements.
5. International exchange students are eligible to receive a Jefferson County diploma only if they meet all graduation requirements as prescribed by Board policy on graduation requirements. It is difficult for most international exchange students enrolled for only one year or less to meet these requirements, particularly the social studies and language arts requirements. At the discretion of the individual school, the international exchange student not meeting graduation requirements may still be formally recognized and may receive an honorary certificate for attendance.
6. The eligibility requirements of the Colorado High School Activities Association will be followed. Interested parties should refer to the CHSAA Bylaws, Article 18, Section 1860 - Foreign Students.
7. International exchange students are expected to pay for all lunches, book, athletic, student activity and other fees, yearbook costs, and all other school-incurred expenses that are expected of other students in the Jefferson County schools. District or group activity funds will not be allowed for these expenses, and there will be no fee waivers or reduced prices.
8. The District will not provide international exchange students with admission to such programs as special education for handicapped pupils, Jefferson County Pregnancy and Parenting Program, English as a second language or Warren Occupational Technical Center, unless tuition for the unsubsidized per capita cost is paid by the student. Under no circumstances will the district pay tuition for international exchange students to attend



other schools or institutions of higher education.

### **Responsibilities of Private Sponsors, Exchange Organizations and Host Families**

Private sponsors, exchange organizations and host families are i loco parentis with respect to adult supervision of international exchange students. The following are specific responsibilities, which the district expects these adults to assume:

1. The private sponsor, host family and local coordinator for the exchange organization must maintain personal contact with the school and must be available and willing to meet with school personnel when problems or situations require it.
2. If an international exchange student's English proficiency is found to be insufficient to function in the regular instructional program without special professional assistance, the exchange organization or the private sponsor must provide a tutor or make other educational arrangements for the student at their expense according to the student's need.
3. The exchange organization or private sponsor must assume the final responsibility for resolving problems including, if necessary, the early return home of the international exchange student because of personal, family or school difficulties which cannot be resolved.
4. If a student's grades, attendance and/or behavior are deemed unsatisfactory by school officials, the international exchange student may be withdrawn from school and the United States Department of Justice, Immigration and Naturalization Service will be advised immediately.

### **Suspension, Revocation or Dismissal**

Exchange organizations, private sponsors, host families and/or international exchange students found to be in violation of any of the Jefferson County Public Schools policies and regulations are subject to having their relationship with the district terminated.

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Jefferson County School District R-1  
Jefferson County, Colorado

MSAD  
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## Policy JFABB

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NEPN/NSBA Code: JFABB

ADMISSION OF FOREIGN EXCHANGE STUDENTS

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The Board of Directors may accept foreign exchange students on a J-1 Visa who reside within the district as participants in established exchange programs such as Youth For Understanding, American Field Service and Rotary which are approved by the board. The board may waive tuition for students on a J-1 Visa.

The board may accept privately-sponsored foreign exchange students on an F-1 Visa for attendance only in secondary schools upon payment of tuition at the established district rate. By law, tuition payments may not be waived, and the period of attendance may not exceed twelve months.

The superintendent shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools. All potential organizations or individuals applying for admission shall forward the request to the superintendent by July 1 preceding the school year of attendance.

Admission of foreign exchange students shall be subject to the following:

1. Students will be considered for admittance only when space is available.
2. Students may not be a graduate of their native school system.
3. Students shall be at least sixteen years of age and shall be sufficiently fluent in English.
4. Students shall comply with all immunization requirements for resident students.
5. Resident host families shall submit a statement accepting responsibility for the student and verifying that they are serving as a volunteer host without personal profit.
6. Students will not be eligible to receive a diploma but can receive an honorary diploma.
7. Students may be disenrolled if not participating in and attending the school program or if disruptive to the smooth and efficient operation of the school.

Foreign exchange students have all the rights and privileges of a resident student during the period of enrollment and shall be subject to all district policies and regulations governing students. Foreign exchange students shall be encouraged to participate in student activities and athletics, provided all eligibility criteria are met.

Legal Reference: 8 U.S.C.A. § 1101 - ILLEGAL IMMIGRATION REFORM AND IMMIGRATION RESPONSIBILITY ACT OF 1996 TITLE 20-A, M.R.S.A. § 6354-6359

JFAB

# Canby School District Board Policy

## Exchange Students

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Policy: JECBA  
Revised: 1/21/99  
Page 1 of 1

The Board recognizes the cultural benefits of admitting foreign exchange students on J-1 Visa status (exchange program visitors) and on F-1 Visa status (foreign visitors who plan to attend public schools in the United States through private sponsorship). The Superintendent is authorized to accept exchange students on a J-1 Visa, sponsored by an approved foreign exchange program, who reside within the district and attend on a tuition-free basis.

Foreign sponsored students seeking F-1 Visa status may also be enrolled if an adult resident of the district has been given temporary guardianship and the student lives in the home of that guardian. (Please refer to Policy #JEC, Admission to Schools & Residency.) Foreign students on an F-1 Visa are required to pay tuition at the established district rate. F-1 student admission is limited to secondary schools, and attendance may not exceed 12 months.

Foreign exchange students must comply with immunization requirements set forth in state law. The Superintendent shall be responsible for implementing administrative procedures to qualify and accept foreign exchange students. Whenever possible, foreign exchange students shall be selected from a broad and diverse representation of cultures.

Once admitted, foreign exchange students shall be subject to district policies and regulations, and those of the school they attend. Foreign exchange students shall be encouraged to participate in all student activities and will be eligible to participate in interscholastic athletics, provided academic requirements and Oregon School Activities Association criteria are met.

Foreign exchange students in the 12th grade shall receive an honorary Canby High School diploma, unless their prescribed course of study includes completion of requirements that make them eligible for a standard diploma. All full year foreign exchange students in the 12th grade may participate in graduation ceremonies regardless of the diploma received.

### END OF POLICY

#### Legal References:

ORS 339.133  
ORS 433.267  
OAR 581-022-1140  
Federal Public Law 104-208, Section 625

#### Cross Reference:

Policy #JEC, Admission to Schools & Residency  
Procedure #JECBA-AP, Qualifications for Foreign Exchange Students  
Policy #IKFB, Graduation Ceremonies

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Section J | District Policy | District Office | Canby School District

<http://www.canby.k12.or.us/Administration/POLICY/Section%20J/JECBA.html>

9/13/02

**Bellefonte Area  
School District  
School Board Policy**

SECTION: PUPILS

TITLE: FOREIGN EXCHANGE  
STUDENTS

ADOPTED: OCTOBER 16, 2001

REVISED:

<p>1. Purpose</p> <p>2. Authority 8 U.S.C. Sec. 1101</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines Pol. 203</p> <p>Title 22 Sec. 4.74</p>	<p style="text-align: center;"><b>239. FOREIGN EXCHANGE STUDENTS</b></p> <p>In order to promote cultural awareness and understanding and to provide diverse experiences to district students, the Board shall admit foreign exchange students into district schools.</p> <p>The <b>Board</b> shall accept foreign exchange students who meet the established guidelines for admission to district schools.</p> <p>The <b>Board</b> shall accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the Board. Exchange students on a J-1 Visa shall not be required to pay tuition.</p> <p>The <b>Board</b> reserves the right to limit the number of foreign exchange students admitted to the district to five (5) students per year.</p> <p>The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools.</p> <p>All potential organizations or individuals applying for admission shall forward the request to the Superintendent or designee as soon as possible preceding the school year of attendance.</p> <p>Foreign exchange students shall comply with all immunization requirements for students. Once admitted, all exchange students shall be subject to all district policies and regulations governing students.</p> <p>Admission of foreign exchange students shall be subject to the following guidelines:</p> <ol style="list-style-type: none"> <li>1. <i>Students must reach their 16<sup>th</sup> birthday during the year they attend Bellefonte High School</i>, and shall be sufficiently fluent in English.</li> <li>2. Students may not be a graduate of their native school system.</li> <li>3. Students will be considered for admittance on a space available basis. <i>The District must receive supporting materials from students no later than April 1<sup>st</sup> preceding the year the student wishes to attend Bellefonte High School.</i></li> <li>4. Resident host families shall submit a statement accepting responsibility for the student and verifying they are serving as a volunteer host without personal profit.</li> <li>5. <b>Exchange</b> students shall be encouraged to participate in all student activities and athletics, provided eligibility criteria are met.</li> <li>6. A high school diploma shall be awarded to all exchange students who successfully meet <i>Bellefonte High School graduation requirements</i></li> </ol>
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<p>Pa. Code Title 22 Sec. 4.74</p> <p>8 U.S.C. Sec. 1101</p> <p>Board Policy 203</p>	<p>during the year they attend.</p>
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**JFABB - Admission of Exchange and Foreign Students**

**Date Added:** 04/25/2002

School District of Milton - Milton, WI

NEPN Code: JFABB

**Type:** Policy

**Date Adopted:** 04/22/2002

**Enrollment:** 2500-7499

**NEPN Codes:** JFABB

**REN Categories:** School Board Matters:  
School District Policy

**KeyWork Categories:** Collaborative  
Relationships

**ADMISSION OF EXCHANGE STUDENTS**

The Board of Education recognizes the American Field Service Program, the Youth for Understanding Program, and the American Scandinavian Student Exchange Program. In addition, other foreign exchange programs will be considered based on an appropriate request and approval by the Board of Education.

The Board of Education will be responsible for the following expenses for exchange students:

1. School Lunch
2. Books and Student Fees
3. Yearbook
4. Athletic Fees

Upon enrollment at Milton High School, foreign exchange students and their host families will inform the guidance department and the principal whether or not the student wishes to participate in the graduation ceremony. The student and the family must be fully aware that participation in the graduation ceremony shall be an enrichment activity only. No diploma will be awarded without strict adherence to the district graduation policy (IKE). The student shall receive an attendance certificate in lieu of a diploma.

Adopted: 1-28-86

4-22-02 Revised

School District of Milton  
Milton, WI

Enrollment: 2,888

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**Admissions Education of Homeless Students**

~~The Board recognizes that homelessness alone will not be a sufficient reason to separate students from the mainstream school environment. MSAD 6 will strive to ensure that homeless students are identified and provided access to the same free and appropriate public education provided to other students in the school system. In accordance with federal and state law and regulations, MSAD 6 will provide homeless students with access to the instructional programming that supports achievement of the content standards of Maine's system of Learning Results/Common Core Standards and to other services for which they are eligible. Students will not be stigmatized or segregated into a separate school or program based on their status as homeless.~~

worded  
somewhat  
differently  
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**MSAD 6 recognizes its statutory obligation to provide a free public education to homeless children and youth. Homeless students will not be segregated or stigmatized on the basis of their homelessness. In cooperation with other school districts, MSAD 6 will provide homeless students with suitable programs that assure equal access to education. Such education will be provided according to the best interests of the homeless student, meaning that, to the extent feasible, the student's education will continue in the school the student last attended before becoming homeless, unless doing so is contrary to the wishes of the student's parents or guardian.**

**MSAD 6 will file with the Maine Department of Education, as part of its annual Title I Plan, a description of services that will be provided to homeless children. The Superintendent will designate a Liaison for Homeless Children and Youth who will coordinate the District's services for homeless students. The Liaison will be responsible for identifying and enrolling homeless students so they receive the educational services for which they are eligible.**

New

**The Superintendent is authorized to develop and implement any administrative procedures necessary to carry out this policy, consistent with applicable statutes and regulations.**

New

Legal Reference: 42 U.S.C. § 11431-11435 ~~et seq.~~ (The McKinney-Vento Homeless Assistance Act)  
20-A M.R.S.A. §§ 1 (13-A), 261 and 5205 (7)  
Me. Dept. of Ed. Rules Reg. 14  
~~Maine State Plan for the Education of Homeless Children and Youth~~  
JLCB—Immunization of Students

First Reading: April 4, 1994  
Adopted: May 2, 1994  
Revised: May 19, 2014

# THE REMAINDER OF THIS POLICY HAS BEEN INCORPORATED INTO THE ADMINISTRATIVE PROCEDURE.

## Definitions

- A. ✓ “Homeless” students are those who lack a fixed, regular, and adequate nighttime residence and include the following:
- ✓ 1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
  - ✓ 2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as regular sleeping accommodation for human beings.
  - ✓ 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
  - ✓ 4. Migratory children who meet one of the above-described circumstances.
- ✓ B “School of origin” means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- ✓ C. “Unaccompanied youth” refers to a youth not in the physical custody of a parent or guardian (e.g., runaway and “throw away” children and youth).

## Enrollment/Placement

- ✓ MSAD 6 will determine, according to the best interest of the child or youth, whether the child or youth will be enrolled in the school of origin or in the public school that non-homeless students who live in the attendance area in which the child is actually living are eligible to attend. In determining the best interest of the child or youth, MSAD 6 will, to the extent feasible, keep the child or youth in the school of origin, unless doing so is contrary to the wishes of the parent.



✓ If the youth is unaccompanied by a parent or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the youth taken into consideration.

✓ The school selected will immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.

Not in New AP

✓ MSAD 6 may require a parent or guardian of a homeless child or youth to provide contact information.

✓ MSAD 6 must provide a written explanation, including a statement regarding the right to appeal, to the parent or guardian of the homeless child or youth if MSAD 6 sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

✓ In the case of an unaccompanied youth, the homeless liaison will provide notice of the right to appeal.

Part of our enrollment process

✓ The enrolling school will contact the school last attended by the child or youth to obtain relevant academic and other records. If the child or youth needs to obtain immunizations, immunization records or medical records, the parent or guardian of the homeless child or youth will be referred to the homeless liaison for assistance.

### Enrollment Disputes

✓ If there is a dispute concerning enrollment, the child or youth will be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian will be provided, in writing, with a written explanation of MSAD 6's decision and the right to appeal the decision.

✓ The homeless liaison will ensure that an unaccompanied youth is enrolled in school, pending resolution of a dispute.

### Services

✓ Homeless students will be provided services comparable to services available to other students in the school system including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; preschool programs; before and after school-care programs; and school meals/nutrition programs.

## Transportation

✓ Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in another school district and the student is enrolled in the MSAD 6 public schools or if a homeless student's school of origin is in the MSAD 6 public schools but he/she is enrolled in a different school district, the school systems will coordinate the transportation services necessary for the student, or will share the responsibilities and costs equally.

## Records

✓ Any records ordinarily kept by the school, including immunization records, medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless student, will be maintained so that records may be transferred when a student enters a new school system. Access to records will be available to parents and students in accordance with the Family Educational Rights and Privacy Act (FERPA).

## Homeless Student Liaison

Not in  
New AP.

A. The Superintendent will designate an individual to act as MSAD 6's Homeless Student Liaison. MSAD 6 will inform school personnel, service providers and advocates working with homeless families of the duties of the Homeless Student Liaison.

B. The Homeless Student Liaison will be responsible for ensuring that:

- ✓1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;
- ✓2. Homeless children and youths enroll in and have a full and equal opportunity to succeed in schools within MSAD 6;
- ✓3. Homeless families, children, and youths may receive educational services for which they are eligible, including preschool programs administered by MSAD 6, and referrals to health care services, dental services, mental health services, and other appropriate services;
- ✓4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;

- ✓5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters, and soup kitchens;
- ✓6. Enrollment disputes are mediated in accordance with law;
- ✓7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school the student will be attending;
- ✓8. Unaccompanied youths are assisted in placement or enrollment decisions and provided notice of the right to appeal; and
9. Children or youths who need to obtain immunizations or immunization medical records receive assistance.

Not in new  
A. P.

**Education of Homeless Students Administrative Procedure**

This administrative procedure implements the Board’s policy JFABD – Education of Homeless Students.

Homeless Education Liaison

The Superintendent will designate a Homeless Education Liaison (“Homeless Liaison”). The Homeless Liaison is responsible for coordinating MSAD 6 services for homeless students and for unaccompanied homeless students. All questions regarding enrollment, programming and services for homeless students will be referred to the Homeless Liaison. The Homeless Liaison is expected to consult with school administrators and the Superintendent in making determinations of homelessness, enrollment and programming decisions for students. The Homeless Liaison will ensure that MSAD 6 meets all other requirements under federal and state law/regulations.

Definitions

1. **Homeless Student:** A homeless student means a student eligible to attend preschool, elementary, or secondary school who:
  - a. Lacks a fixed, regular and adequate night-time residence; and
  - b. Includes:
    - b1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
    - b2. Students who have a primary night-time residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;
    - b3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
    - b4. Migratory students who are living in circumstances described above.
2. **Unaccompanied Homeless Student:** An unaccompanied homeless student is a homeless student, as defined above, who is not in the physical custody of a parent or guardian.

Determination of Homelessness

1. If a student seeks to enroll in MSAD 6 as a homeless student, the Homeless Liaison will be informed as soon as possible by the building administrator or designee.
2. The Homeless Liaison will take the following steps:
  - a. Meet with the student's parent or guardian, or in the case of an unaccompanied homeless student (a student not in the physical custody of a parent or guardian), with the student.
  - b. Determine whether the student is a "homeless student" or "unaccompanied homeless student" as defined in the Act, in consultation with appropriate administrators. In making this determination, the Homeless Liaison will gather relevant information, including, but not limited to, information about the student's and parent/guardian's current and past living situations, the reasons for the student's current living situation, the availability of other living arrangements for the student, and records required for enrollment.
  - c. If the student is determined to be homeless, the parent/guardian (or student if an unaccompanied homeless student) will be informed of the enrollment options available to the student and transportation services available.
3. If it is determined that the student is not homeless, the parent/guardian (or student if an unaccompanied homeless student) will be provided with a written explanation of the school's decision, including information regarding the right to appeal the decision (as explained in section I below).

Student Enrollment

MSAD 6 will facilitate the student's enrollment in school, according to the student's best interest (as explained in subparagraph 2 below).

1. Enrollment options could include:
  - a. Continuing the student's enrollment in the student's "school of origin" (the public school the student attended when permanently housed or, if the student was not attending school when he/she became homeless) for the duration of homelessness in any case in which a family becomes homeless between academic years or during an academic year and for the remainder of the academic year, if the student becomes permanently housed during an academic year, or
  - b. Attending the public school in the attendance area where the student is now actually living.

2. The student is to be enrolled in a school according to the student's "best interests," which will include student-centered factors such as the impact of mobility on achievement, education, health, and safety of the student. Furthermore, the Homeless Liaison will presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the child's parent/guardian, or (in the case of an unaccompanied homeless student) the student's own wishes. When applicable, the Homeless Liaison will consider information about the student's disability in the determination of "best interests." The Homeless Liaison will also consider the views of the school district of current residence.
3. If a student is to be enrolled in a school other than the school of origin or the school requested by the parent/guardian (or the unaccompanied homeless student), the Homeless Liaison will provide the parent/guardian (or unaccompanied homeless student) with a written explanation, including information regarding the right to appeal the decision (see below).
4. A student determined to be homeless will be immediately enrolled in a MSAD 6 school, if found to be in the student's best interests, even if the student is unable to produce records normally required for enrollment (such as academic records and immunization records), or pending any appeal of a school enrollment decision.
5. In the event a dispute arises over enrollment in a school, the student will be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute.

#### Educational and Transportation Services

Homeless students will be provided services comparable to those offered to other students in the same school, including:

1. Educational services for which the student is eligible, including but not limited to preschool, special education, gifted and talented programs, vocational programs, college readiness, school choice options, before and after school programs, school meals through the National School Lunch Program, Title I and limited English proficiency programs, and other school-based support services.
2. Transportation services if requested by the parent/guardian (or in the case of an unaccompanied homeless student, the liaison), homeless students must be provided with daily transportation to or from the school of origin. If the student continues to live in the area served by the school district in which the school of origin is located, that school district must provide or arrange for the student's transportation to or from the school of origin. If the student continues to attend the school of origin and the

student begins living in an area served by another school district, the school district of origin and the school district of residence must agree upon a method to apportion the responsibility and costs for providing transportation to and from the school of origin. If the school districts cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.

#### Coordination with Other School Districts and Agencies

The Homeless Liaison will be responsible for coordinating with local social service and other agencies and other school districts as necessary to ensure that homeless children and youth have access to education and related support services. The Homeless Liaison will provide referrals to homeless families/children for health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services as necessary.

#### Recordkeeping and Student Privacy

The Homeless Liaison will ensure proper recordkeeping of information required under federal and state regulations. Information regarding a student's living situation is subject to federal and state privacy laws, such as the Federal Education Records and Privacy Act (FERPA).

#### Public Notice

The Homeless Liaison is responsible for providing all required notices and any other information required to be shared or distributed with parents/guardians (or unaccompanied homeless students) by law. The Homeless Liaison will identify the appropriate method to distribute and post information so that it is readily accessible to the public.

#### Dispute Resolution

##### 1. MSAD 6 Appeal Procedure

- a. If a parent/guardian (or unaccompanied homeless student) is dissatisfied with the determination by the Homeless Liaison that a student is not homeless or with the enrollment decision, he/she may appeal the decision in writing to the Superintendent within five (5) school days.
- b. The Superintendent will review pertinent records and conduct further investigation if deemed appropriate. The Superintendent will notify the parent/guardian (or unaccompanied homeless student) of his/her decision in writing within twenty (20) school days.
- c. If the parent/guardian (or unaccompanied homeless student) is dissatisfied with the Superintendent's decision, he/she may ask the Homeless Liaison to forward the appeal to the Department of Education for final resolution. This request must be made within five (5) school days of the parent/guardian's receipt of the decision.

2. Maine Department of Education Dispute Resolution Process

- a. When disagreement remains after the MSAD 6 appeal procedure, the Homeless Liaison will assist the parent/guardian, or unaccompanied homeless student in assembling an appeal packet for submission to the State Homeless Education Coordinator of the Maine Department of Education, if requested. Appeals to the Maine Department of Education will be handled as specified in Maine Department of Education Rule Chapter 14, including an Initial State Review by the State Homeless Education Coordinator and a final appeal, if requested, by the Commissioner of Education.
- b. In situations where there is a disagreement between MSAD 6 and another school district over a determination of eligibility or best interest, MSAD 6 may request informal assistance from the State Homeless Education Coordinator. Should the disagreement persist, MSAD 6 or the other school district may initiate the dispute resolution process specified in Maine Department of Education Rule Chapter 14. In such a case, the Homeless Liaison will assist the parent/guardian (or unaccompanied homeless student) in assembling any documents they wish to submit, if requested.

Cross References: JLG – Education of Homeless Students  
JRA – Student Records and Information

Effective:  
Reviewed:  
Revised: