



# **MANITOU SPRINGS SCHOOL DISTRICT 14**

## **2020-2021 Foreign Exchange Program**

# Foreign Exchange Organization Requirements

## Selecting Student Exchange Organizations:

Manitou Springs School District 14 reserves the right to work with exchange organizations that have proven their commitment and responsiveness. The Principal will evaluate each organization it works with on an annual basis through the annual submission of the Foreign Exchange Organization Approval Application.

**\*February 11<sup>th</sup>-May 1, 2020:** Foreign Exchange Organization Approval Application must be submitted to the Principal no later than **May 1, 2020**.

Any issues of non-compliance, unresponsiveness, and lack of a good working relationship with the district office will be included in this review. The Principal will enlist a three-step non-compliance accountability process.

1. The first non-compliance incident will result in a written notice of non-compliance from the Principal, which will be sent to the local coordinator and the national office.
2. A second incident will result in the organization's inability to place students with our district for the following school year. This is not limited to a representative and will apply to the entire organization.
3. If a third incident occurs, the foreign exchange organization will lose its privilege to work with Manitou Springs School District 14.

The Organization's local representative(s) must present a clear background check annually from its national office. It is the job of the area representative to monitor each student's situation and to provide immediate assistance when a change in home placement is necessary. Notification of a placement change (with updated information on the new host family) **must** be given to the Principal **before or at the time** a change occurs. The local representative or area coordinator **will not** be considered acceptable as a host family.

## Application Process:

Typically, the application process starts in February for the upcoming school year. **All student applications must be submitted to the Principal at Manitou Springs High School. The application and information may not be sent electronically.** Individual foreign exchange organizations **MAY NOT** register exchange students at D14 high schools without approval of the Principal. Student applications will not be considered until an organization has submitted a Foreign Exchange Organization Approval Application and it has been approved by the Principal.

## Important Due Dates for the 2020-2021 School Year:

- **February 11-May 1, 2020:** Student applications may be submitted starting February 11, 2020 and all complete applications must be received by the Principal of Manitou Springs High School no later than close of business on May 1, 2020. Organizations will receive verification of student approval from the Principal within two weeks of receiving the complete foreign exchange application.
- **August 3, 2020:** A copy of the student's passport showing they have a J-1 Visa must be sent to the high school no later than August 3<sup>rd</sup>.

## Foreign Exchange Students:

1. Foreign exchange students must be enrolled in a high school equivalent program in their native country.
2. Foreign exchange students will be placed in **age appropriate** classes but enrolled as **Seniors** to enable them to participate in senior privileges such as prom, walking at graduation, etc. to enjoy the U.S. high school experience. Foreign exchange students will not get the week prior to graduation off, **UNLESS** they have made arrangements with their teachers and host family to take their final exams early.
3. Foreign exchange students may be required to take all state mandated exams required by CDE.
4. **Diplomas are not issued.** All students will be allowed to participate in graduation activities and senior activities; they will, however, receive a **“Certification of Completion”** in lieu of a diploma. This is Board of Education Policy.
5. Foreign exchange students ***must be 16 years of age on or before August 1<sup>st</sup>.***
6. An ELTiS Score of 222 or higher must be provided to be considered for placement.
7. Students must have current vaccinations recorded.
8. Students must enroll for entirety of school year.
9. Students must maintain passing grades and adhere to our attendance policy.
10. Students who engage in behavior that is detrimental to the health or welfare of other students or school personnel will be asked to withdraw from Manitou Springs High School. \*Reference Student Handbook.

### Host Families:

1. It is imperative that host families be well screened, and that students and host families be matched for compatibility as closely as possible.
2. The organization is responsible for conducting thorough background checks which may include fingerprinting of all adult members of the host family. The organization is responsible for any cost incurred with the background check. The agency must also provide the district with notice of a clear background check.
3. The organization must provide Manitou Springs High School with information about the host family to include: parent names, family member names, address, phone number(s), email address(s) and other pertinent information. **The attached Host Family Information Form must be filled out completely and legibly.**
4. If a host family does not have a student(s) in the hosting high school, the organization must find a suitable ambassador for the foreign exchange student. Qualifications for the student ambassadors will be strong academic performance, good attendance, and positive behavior. Ambassadors will sign a letter of intent to help the foreign exchange student at the campus throughout the entire year.
5. Transportation to and from school will be the host family's responsibility if they do not reside in Manitou Springs School District.

## Approval:

Complete applications for foreign exchange student placement must be turned into the Principal for review on a first come basis. **If an incomplete application is submitted or the documents are not clear or do not meet the district's requirements, this will push the student's application to the end of the list.** It is imperative that foreign exchange organizations submit complete applications and that the documentation is clear and easy to read.

Manitou Springs High School will accept up to 5 foreign exchange students for the 2020-2021 school year. These placements are for the full school year (August to May). **Once the high school's quota is reached, no new applications will be accepted.**

At this time, Manitou Springs High School does not accept second semester foreign exchange students.

Failure to comply with the approval procedures will jeopardize organizations' ability to place foreign exchange students in Manitou Springs School District 14.

### Contact Information:

Markus Moeder-Chandler, MSHS Principal	Meleah Perkins, MSHS Registrar
Phone: 719-685-2043	Phone: 719-685-2067
Email: <a href="mailto:mmoederchandler@mssd14.org">mmoederchandler@mssd14.org</a>	Email: <a href="mailto:mperkins@mssd14.org">mperkins@mssd14.org</a>
Address: 401 El Monte Place Manitou Springs, CO 80829	Address: 401 El Monte Place Manitou Springs, CO 80829

Manitou Springs School District 14  
Foreign Exchange Student Application Checklist  
**\*\*\*District Use Only\*\*\***

Student Name: \_\_\_\_\_ School Year: \_\_\_\_\_

School: \_\_\_\_\_ Country: \_\_\_\_\_

Organization: \_\_\_\_\_ Rep. Name: \_\_\_\_\_

Rep. Email and Phone Number: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

\_\_\_\_\_ Student date of birth(must be age 16 by August 1<sup>st</sup>): \_\_\_\_\_

\_\_\_\_\_ Foreign Exchange Organization Approval Application

\_\_\_\_\_ Host Family Information Form

\_\_\_\_\_ Complete Student Application

\_\_\_\_\_ Student transcripts translated into English

\_\_\_\_\_ Evidence of a minimum of 3 years of English instruction

\_\_\_\_\_ An ELTiS Score of 222 or higher

\_\_\_\_\_ English writing sample

\_\_\_\_\_ Documentation of current immunizations in English

\_\_\_\_\_ Copy of Passport

\_\_\_\_\_ Copy of J-1 Visa—Date received: \_\_\_\_\_

---

Application Reviewer: \_\_\_\_\_

Accept Student Application: Yes \_\_\_\_\_

No \_\_\_\_\_ Reason: \_\_\_\_\_

Acceptance Letter Sent to: \_\_\_\_\_ Date: \_\_\_\_\_

\*Host family and student meeting with Principal upon acceptance and enrollment in August.

Manitou Springs School District 14  
Foreign Exchange Organization Approval Application  
All sections of the Foreign Exchange Organization Approval Application must be filled out legibly.

**Name of Organizations:** \_\_\_\_\_

---

**National Director:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

---

**Area Coordinator:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

---

**Local Representative:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

---

**Local representatives and area coordinators will not be considered acceptable host families. I have read the Foreign Exchange Program Guidelines and agree to abide by all of the policies set forth by District 14.**

\_\_\_\_\_  
Area Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local Representative Signature

\_\_\_\_\_  
Date

---

District Use Only

Approved Granted: \_\_\_\_\_

Signature

\_\_\_\_\_ Date

## Host Family Information Form

*This form should be filled out by the Foreign Exchange Organizations, not the host family. Local representatives and area coordinators will not be considered acceptable host families.*

Foreign Exchange Student Name: \_\_\_\_\_

High School the student will be attending: \_\_\_\_\_

Host Family parent names: \_\_\_\_\_

Parent phone number(s): \_\_\_\_\_

Host Family Address: \_\_\_\_\_

\_\_\_\_\_

Host Family parent email address(s): \_\_\_\_\_

Name and age of family members living in the home: \_\_\_\_\_

\_\_\_\_\_

Does the host family have students attending the same high school that the foreign exchange student will be attending? Yes \_\_\_\_\_ No \_\_\_\_\_ If "No", who will be the student's ambassador? \_\_\_\_\_

The host family cleared all background checks and is considered eligible for hosting a foreign exchange student? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Local Representative Signature

\_\_\_\_\_  
Date