

**EL CAMINO REAL CHARTER HIGH SCHOOL**  
**VISITING INTERNATIONAL STUDENTS POLICY**

**PURPOSE AND SCOPE**

The mission of El Camino Real Charter High School (“El Camino”) is to educate its diverse student body by developing students’ talents and skills so they will succeed in a changing world, value and respect themselves and others, and make a positive contribution to our global society. El Camino recognizes that personal contact between students of different countries and cultures promotes global awareness and a more balanced understanding of the world. Moreover, the opportunity to study at El Camino may provide Visiting Students (defined below) with worthwhile learning and travel experiences through active participation in El Camino’s school and community life and living with a host family. Furthermore, having Visiting Students will improve El Camino students’ knowledge of other cultures and languages.

The purpose of this policy is to establish procedures and set guidelines for international students to visit El Camino (the “Program”). Placement Organizations must comply with this policy and all applicable state and federal laws and regulations. This policy is intended to be consistent with all applicable state and federal laws and regulations but does not contain an exhaustive list of all such requirements. In the event of any inconsistencies, the applicable state or federal law shall prevail.

El Camino may host students from other countries. The exact dates, length of visit and originating location of the Visiting Students will vary from year to year. During their stay, Visiting Students will travel from their hometown to Los Angeles, stay with qualified host families, attend classes at El Camino, and participate in sightseeing activities.

**DEFINITIONS**

“*Visiting Student*” is an international visiting student who has obtained an appropriate non-immigrant student visa.

“*Placement Organization*” is person, partnership, corporation or other entity that places Visiting Students at El Camino as part of the Program.

“*Placement Organization Representative*” is the California resident designated by the Placement Organization who is authorized to act on the Placement Organization's behalf in both routine and emergency matters arising from the Visiting Student's participation in the Program.

**PRINCIPAL**

The Principal will be responsible, with input from the Visiting Student Coordinator, for approving the Program schedule and any planned Visiting Student activities.

**VISITING STUDENT COORDINATOR**

The Principal may designate an El Camino staff member to serve as the Visiting Student Coordinator.

The Visiting Student Coordinator will be responsible for organizing and administering the Program and obtain any necessary approvals from the Principal.

#### EL CAMINO'S ACCEPTANCE OF STUDENTS

Prior to placement at El Camino, each Visiting Student must first be accepted in writing by the Principal or his designee. Visiting Students may be accepted for a maximum of one academic year. Visiting Students shall be required to pay the full, unsubsidized per capita cost of education, as approved by the Principal.

#### NO VISITING STUDENT EMPLOYMENT

No Visiting Student is permitted to undertake regular employment, including household domestic work for compensation by the host family, while participating in a Program at El Camino.

#### HEALTH AND ACCIDENT INSURANCE

Every Visiting Student shall obtain health and accident insurance that covers the time of the departure from home to the time the Visiting Student returns home. Health and accident insurance coverage may be provided by either the Visiting Student or the Placement Organization. Minimum acceptable insurance includes: (a) medical and accident coverage of \$50,000.00 per illness or accident; and (b) in the event of the Visiting Student's death a minimum of \$5,000 in coverage for the preparation and transportation of remains to the Visiting Student's home. The Placement Organization shall provide each Visiting Student, each Visiting Student's immediate family, and host family with a detailed printed information regarding the terms and limits of coverage and the procedures for filing a claim. The Placement Organization shall also maintain proof of the health and accident insurance.

#### MEMORANDUM OF UNDERSTANDING

Prior to placing any Visiting Students at El Camino, Placement Organizations shall enter into a Memorandum of Understanding ("MOU") with El Camino. Pursuant to the MOU, the Placement Organization shall agree to comply with this policy and all applicable laws, rules, and regulations.

#### PLACEMENT ORGANIZATION APPROVAL

The El Camino Board of Directors shall approve any MOUs with Placement Organizations.

El Camino reserves the right to work with Placement Organizations that have proven their commitment and responsiveness. Placement Organizations who do not comply with all required laws and the terms of the MOU may lose the privilege of placing students at El Camino.

## PLACEMENT ORGANIZATION AND PLACEMENT ORGANIZATION REPRESENTATIVE RESPONSIBILITIES

The Placement Organization and Placement Organization Representative shall ensure that all the following responsibilities are completed in a timely manner, in addition to all other applicable state and federal legal requirements.

1. California and Federal Registration. Prior to arranging the placement of any Visiting Students, the Placement Organization may be required to register with the California Attorney General's Registry of International Student Exchange Visitor Placement Organizations on the registration form prescribed by the Attorney General and pay any applicable fees, and/or obtain the appropriate international exchange program designation from the United States Department of State. It is the sole responsibility of the Placement Organization to determine if such registration and designation is necessary and, if so, do everything required by law to register.
2. Visiting Student Selection. The Placement Organization is fully responsible for selecting suitable Visiting Students, provided that El Camino shall not be obligated to accept any Visiting Students regardless of selection by the Placement Organization. Acceptance of any Visiting Students remains at El Camino's sole discretion. Visiting Students must have a sufficient enough command of the English language to allow them to function well in an English speaking academic and community environment. The Placement Organization must screen all Visiting Students for eligibility under state and federal laws, demonstrated maturity, good character, and the ability to derive the maximum benefit from the Program.
3. Visiting Student Entrance Requirements. The Placement Organization shall ensure that all Visiting Students that it places at El Camino take all the necessary steps to enter into the United States legally for such purposes.
4. Information Document. The Placement Organization shall provide any informational document, in English, to each Visiting Student, host family, and the Visiting Student Coordinator. This document must contain:
  - (a) an explanation of services to be performed by the Participating Student for the Visiting Student, host family, and El Camino;
  - (b) a summary of the requirements and regulations of the Uniform Supervision of International Student Exchange Visitor Placement Organizations Act of 1994 (the "Act") (see Cal. Gov. Code, §12620 *et seq.*), if applicable;
  - (c) telephone numbers for the United States Information Agency, the California Attorney General, the Placement Organization's Representative, the Placement Organization's national headquarters, if applicable, and any other telephone numbers that the Placement Organization determines are important;

(d) disclose all monies paid to the Placement Organization which are to be paid to the host family, Visiting Students, or for special or additional activities during the Program;

(e) the timing and method of payment;

(f) the amount to be charged to the Visiting Student;

(g) Age and language appropriate information on how to identify and report sexual abuse or exploitation; and

(g) all other information required by state or federal laws and regulations.

5. International Student Orientation. The Participating Organization shall provide an orientation to each Visiting Student and their families prior to the Visiting Students' departure from their home to acquaint everyone with the customs of California and the United States, El Camino, details of the program the Visiting Students will be participating in, and information relating to each Visiting Student's host family.
6. Health and Accident Insurance. The Participating Organization is required to ensure that every Visiting Student has the health and accident insurance detailed in the "Health and Accident Insurance" section of this policy. The Placement Organization shall provide each Visiting Student, each Visiting Student's immediate family, and host family with a detailed printed information regarding the terms and limits of coverage and the procedures for filing a claim. The Placement Organization shall also maintain proof of the health and accident insurance.
7. Selection of Host Family. The Participating Organization is responsible for making all arrangements for the placement of Visiting Students with suitable host families in accordance with applicable state and federal law and regulations. The Placement Organization Representative shall physically visit the home of each host family prior to the Visiting Students arrival to ensure that the home is sanitary and in good repair and will provide the student with his or her own bed, in a bedroom not shared by anyone of the opposite sex, and containing no more than the maximum number of persons allowed under state and federal law and regulations. The Organization Representative shall interview the host family to ensure that the host family and student are compatible. The Placement Organization shall also obtain written acceptance from the host family before a placement is made. The Placement Organization shall make the placements no less than three weeks prior to the Visiting Student's arrival and the host family, student, and student's family, must be advised in writing of the requisite information. Each Visiting Student must be placed with a host family whose home is located in place convenient to El Camino. All host families must sign a Host Family Agreement prior to participating in the Program. El Camino retains discretion to disqualify a potential host family if such family is not selected and/or does not comply with this policy, in which case El Camino will notify the Placement Organization and Placement Organization shall be responsible for selecting a different Host family. A representative of the Placement Organization, other than the representative who recruited and screened and selected the host family

shall visit the host family within the first or second month following the Visiting Student's placement in the home.

8. Host Family Orientation. The Placement Organization Representative shall meet with each host family in advance of the Visiting Student's arrival to inform them on the academic program the Visiting Student is participating in and the family, school, and culture of the Visiting Student's hometown or native country.
9. Supervision. The Placement Organization Representative shall maintain regular personal contact with each student, host family, and El Camino.
10. Maintaining Records. The Placement Organization is responsible for maintain records showing compliance with all their requirements.
11. Employment Limitations. The Placement Organization shall advise students and host families on the limitations of employment set detailed in the "Visiting Student Employment" section of this policy.
12. Travel Arrangements. Visiting Students or their Placement Organization can make travel arrangements for the Visiting Students travel to and from their homes and El Camino by purchasing a roundtrip ticket. Such arrangements shall be the sole responsibility, and at the sole expense of, Visiting Students and/or their Placement Organization. The Placement Organization shall maintain records of these prepaid travel arrangements and provide a copy of the prepaid roundtrip ticket to each Visiting Student's host family prior to the Visiting Student's departure.
13. Placement Organization Representative. It is the responsibility of the Placement Organization to select its Placement Organization Representative. The Placement Organization must ensure that its Placement Organization Representative resides in California and has a listing of all placements of students, knowledge of emergency procedures, twenty-four-hours a day contact with the Placement Organization in case of emergencies, and the knowledge and the capability to assist and advise students.
14. Agreements with El Camino. The Placement Organization shall ensure that the host families and Visiting Students timely enter into their respective agreements with El Camino.
15. Sharing of Information with El Camino. The Placement Organization shall share with El Camino all applicable information and forms submitted by the Visiting Students pertinent to El Camino. Such information includes, but is not limited to, the Visiting Students' allergies, major and minor physical, psychological, and emotional medical issues that El Camino should be aware of, dietary restrictions, travel arrangements, and proof of health and accident insurance. Furthermore, the Placement Organization shall share with El Camino any other documentation requested to prove the Placement Organization's and Visiting Students' compliance with this policy and any applicable state or federal law.

16. Tuition for Visiting Students on F-1 Visa. The Placement Organization shall ensure that each Visiting Student with an F-1 visa has paid the full, unsubsidized per capita cost of education to El Camino prior to traveling to the United States.

#### REQUIRED AGREEMENTS

Each Visiting Student and his or her parent(s) or legal guardian(s) must read and sign the Visiting Student Consent and Indemnification Agreement.

Each host family must read and sign a Host Family Agreement.