




**HOMER CENTRAL SCHOOL DISTRICT**  
**P.O. BOX 500**  
**Homer, New York 13077-0500**

**Homer High School**  
**(607) 749-7246**

**Douglas A. Van Etten, Principal**  
**Karen M. Lang, Vice Principal**

**Memo**

To: Ms. Ruscio

From: Mr. Van Etten 

Date: 31 January 2012

**Foreign Exchange Program Approval for CIEE – Council on International Educational Exchange**

I have received a packet of information from Julie Hester, local coordinator for CIEE seeking district recognition of this group for the purposes of placing foreign exchange students with the district. I have reviewed the packet of information provided. I am placing it with this memo so that you or others will have the information to review.

CIEE has previously placed a student with us in the 2010-2011 school year. In this instance, Mrs. Hester was the host mom. The place was very positive for the exchange student as well as students here at Homer. Prior to placement, several steps were taken to review our desire to work with the organization. I spoke with Jacki Hartford, Northeast Regional Director for CIEE to discuss student, school and family supports that the organization provided. We additionally discussed that CIEE met all requirements to operate as in this role in the United States. I will attach an email she sent that initially described the mechanisms in place to support all involved with a CIEE Exchange.

Additionally, I requested information from schools that had recently participated in an exchange with CIEE. I spoke with Kim Ward, High School Principal at Union Springs High School and Joseph M. De Barbier, High School Principal at Charles W. Baker High School in Baldwinsville. Both described positive interactions with the CIEE local coordinator. They also reported that the supports the Ms. Hartford described were provided for students placed in their schools.

Based on our own positive experience, a system of supports for the exchange student, host family, and school, and the references provided from Baldwinsville and Union Springs, I would recommend the district add CIEE to the list of agencies we are willing to accept foreign exchange students from.

In making the determination for my recommendation, and providing guidance to other organization seeking approval to place foreign exchange students in the Homer Central School District, I would suggest the following information be reviewed:

- Organization meets all governmental requirements to operate as an exchange program
- Description of the selection process and requirements for a student to be placed
- Description of supports available for the exchange student, host family, and host school
- List of schools who have acted as hosts in the last 1-3 years who can provide references for the program.

Please let me know if I can be of additional assistance.