

# **NORTHWEST ISD**

## **Foreign Exchange Programs Organizational Packet**

- **Program Standards and Procedures**
- **Petition of Participation**
- **Authorization Document**

***The agency and student applications must be completed by August 20 for annual acceptance. Applications will be accepted from May 1- August 20 each year until the maximum number of students has been reached. NISD will adhere to the following TEA guidance:***

*A district may develop its own procedures as long as the procedures are not in violation of state or federal law. The U. S. Department of State Federal J-Visa regulations permit the placement of exchange students up to August 31 of each year, but a district may adopt timelines with an earlier deadline.*

**NORTHWEST ISD**  
**2023-2024**  
**Foreign Exchange Program Standards**  
**And**  
**Registration Procedures**

Foreign exchange programs are an important part of the school experience for both the foreign student and the host community. Programs should provide a cultural experience for both the foreign student and his community. In order to protect the interests of our patrons, students and to ensure the integrity of the foreign exchange program, NISD has established these standards. They apply to not-for-profit programs involving a one-year or semester home stay experience for high school students from foreign countries coming to the United States and this community. All foreign exchange programs petitioning for partition in NISD will be considered providing the standards set forth in this document are maintained.

Acceptance as an NISD recognized institution will be at the discretion of the NISD Board of Trustees or its designee and is subject to change and review if any agency is not in compliance with the specified criterion. Each participating foreign exchange program must register annually with the Assistant Superintendent for Curriculum and Instruction. Acceptance in one school year does not constitute acceptance in the following school year. No foreign exchange student will be registered in NISD unless the sponsoring organization has been registered and approved by the NISD Board of Trustees as an accredited agency. Only private, not-for-profit program sponsors will be considered. The standards for acceptance as well as the registration procedures are included in the body of this document. NISD standards are based on the established guidelines of the Council for Standards of International Education Travel (CSIET) and the United States Information Agency (USIA) regulations. Associations must be accepted for full listing on the current CSIET List of Approved Organizations.

## **Program Standards**

### **Standard 1: EDUCATIONAL PERSPECTIVE**

- A. Programs shall be designed to fulfill educational purposes related to an international experience.
- B. The organization sponsoring the program shall have clearly established goals and learning objectives to fulfill the educational purposes of its program.

### **Standard 2: ORGANIZATIONAL PROFILE**

- A. The structure and administration of the organization shall be clearly defined.
- B. The organization shall have the personnel needed to administer its programs effectively.
- C. The organization shall be organized under the laws of one of the 50 states of the United States or the District of Columbia.
- D. The organization shall demonstrate success in international educational travel through at least one full school year since its incorporation.

### **Standard 3: FINANCIAL RESPONSIBILITY**

- A. The organization shall be capable of discharging its financial responsibilities to all participants.
- B. The organization shall have sufficient financial backing to protect all monies paid by participants and to ensure fulfillment of all responsibilities to participants.

### **Standard 4: PROMOTION**

- A. The organization shall accurately represent its purposes, activities, and sponsorship in all promotional materials/activities in a professional and ethical manner.
- B. The organization shall fully disclose all fees, including school tuition, host family reimbursements and other required or optional costs of prospective students and their natural families before enrollment.
- C. Neither the organization nor its agents shall promote its programs as providing opportunities for high school graduation, school athletic

participation, driver education instruction, household domestic service, child care, employment, or other activities that might compromise the student, program, or the school. Local agents shall not tell students they will graduate, participate in graduation, etc. as a part of their recruitment program.

Standard 5: STUDENT SELECTION AND ORIENTATION

- A. The organization shall carefully screen and select student participants on the basis of criteria appropriate to the program.
- B. Screening procedures shall include a personal interview with student applicants in their home country prior to departure to the United States.
- C. Selection shall be completed sufficiently in advance of the student's departure to ensure adequate time for preparation and orientation.
- D. Students shall be given a suitable orientation before departure and after arrival in the host country.
- E. All students attending an NISD high school must have adequate English language proficiency to function successfully.

Standard 6: STUDENT PLACEMENT

- A. Regarding Attendance at NISD schools, the organization shall:
  - 1. Secure acceptance for each student from the NISD Board of Trustees via the Assistance Superintendent for Curriculum and Instruction prior to confirming assignment of the student to a host family.

Foreign Exchange Student Request for Enrollment

- 2. Provide the administrator with the following information about the student:
  - a. Academic history including:
    - 1. Academic records translated into English.
    - 2. Up-to-date shot records
    - 3. Number of years of school completed prior to arrival, number of years required in the home country for the completion of secondary school, expectation regarding school experience.
  - b. Level of English language proficiency.
  - c. Appropriate background information.

d. Date of interview in the home of the prospective host family.

B. Ensure only J-1 certified exchange students will be considered.

C. Regarding home stay the organization shall:

1. Select and match host families and students on the basis of criteria appropriate to the program. A personal interview of the host family in their home is required.
2. Select host families who live within the lawful boundaries of the servicing NISD high school.
3. Complete placement arrangements sufficiently in advance of the beginning of the school year. (Sufficiently in advance=compliance with the NISD calendar)
4. Provide suitable orientation and training to the host family.
5. Temporary home placement is unlawful and is not acceptable to the NISD.
6. The host family (not agency) will be responsible for filling out NISD paperwork for enrollment, including proof of residency, copy of driver's license, etc.
7. The agency will be responsible for unreturned items or fines (chrome books, library books, etc.)

D. Regarding the student's enrollment

1. A maximum of 6 students per high school stands as the foreign exchange participation limitation per a granted foreign exchange state waiver [*FD LEGAL*] and *Education Code 25.001(b)(6), (e)*.
2. Students will be accepted on a first come- first served basis, providing all conditions in this document have been satisfied.

If the 6 student limit has been reached, a principal may determine to accept more than 6 but that would decrease the maximum number of 6 at another high school campus. Accepting an additional student that will exceed student limitation would constitute principal discussions between campuses and agreement regarding the addition and reduction of foreign exchange students on their respective campuses.

In addition, considerations for exceeding the maximum number of 6 per campus must adhere to current transfer policy. If a campus is closed, the maximum of 6 should not be exceeded.

3. Foreign exchange is designed as a cultural experience; therefore, it is not anticipated that an exchange student will graduate. All state and local policies will apply to foreign exchange students.

Standard 7: OPERATIONS

- A. The organization shall ensure adequate care and supervision of students.
- B. Regular personal contact with the student host family and District official shall be maintained by local representatives of the organization.
- C. The organization shall notify the student, host family, and/or other supervisor regarding the travel itinerary sufficiently in advance of any departures.
- D. The organization shall provide adequate support services at the local level to assist with program-related needs and problems.
- E. The organization shall maintain an effective system of screening, selecting, training, and supervising program representatives and group leaders.
- F. The organization shall provide students with an identification card that includes the student's name; the host family's name, address, and telephone; the address and telephone of the organization's appropriate national office.
- G. The campus liaison shall be advised of serious problems related to educational or host family placement of the exchange student and should be consulted if problems arise which lead to a change in student placement.
- H. The organization shall have in place adequate plans for dealing with emergency situations (medical or otherwise) that may arise during the program.

Standard 8: STUDENT INSURANCE

- A. The organization should guarantee that every student is covered with adequate health and accident insurance. Such insurance should:
  1. Protect students for the duration of their program.
  4. Provide for the return of the student to his/her home in the event of serious illness, accident, or death during the program.

- B. The organization shall provide students, host families, and appropriate supervisor(s) with detailed printed information regarding the terms and limits of insurance coverage and procedures for filing a claim.
- C. Insurance will not be a determining factor on accepting a foreign exchange student.

Standard 9: ADHERENCE TO GOVERNMENT REGULATIONS

- A. The organization shall comply with all appropriate government regulations regarding international exchange or any other activity under its auspices.
- B. The organization shall notify the student, host family, and/or other supervisor regarding the travel itinerary sufficiently in advance of any departures.
- C. The organization shall provide adequate support services at the local level to assist with program-related needs and problems.
- D. The organization shall maintain an effective system of screening, selecting, training, and supervising program representatives and group leaders.
- E. The organization shall provide students with an identification card that includes the student's name; the host family's name, address, and telephone; the address and telephone of the organization's appropriate national office.
- F. The District official shall be advised of serious problems related to educational or host family placement of the exchange student and should be consulted if problems arise which lead to a change in student placement.
- G. The organization shall have in place adequate plans for dealing with emergency situations (medical or otherwise) that may arise during the program.

# FOREIGN EXCHANGE PROGRAM

## 2023-2024

### Northwest ISD Petition for Participation

(Please Print or Type)

Organization\_\_\_\_\_

Address\_\_\_\_\_

Program Representative\_\_\_\_\_

Address\_\_\_\_\_

Phone-Work\_\_\_\_\_ Home\_\_\_\_\_

Email\_\_\_\_\_

Community Coordinator\_\_\_\_\_

Phone-Work\_\_\_\_\_ Home\_\_\_\_\_

Email\_\_\_\_\_

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

Phone-Work\_\_\_\_\_ Home\_\_\_\_\_

Email\_\_\_\_\_

Year Organization was established\_\_\_\_\_

Please circle the appropriate answer to the questions below:

- |  |      |          |
|--|------|----------|
| 1. Current Information Brochures submitted | Y    | N        |
| 2. DOS designee                            | Y    | N        |
| 3. Private, Not-for-profit organization    | Y    | N        |
| 4. English language support provided       | Y    | N        |
| 5. Placed students in NISD previously      | Y    | N        |
| 6 Academic Program duration                | Year | Semester |

Briefly describe the organization's process for student selection, including who conducts the screening.

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Briefly describe the organization's process for host family selection, including who conducts the screening.

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Describe/Submit the organization's termination policy.

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LOCAL REFERENCES (Former Host Families)  
(List all for the past 3 years)

Name	Address	Telephone
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### SCHOOL REFERENCES

(List all Schools where students were placed in the last 3 years)

Name	Address	Contact Person	Telephone

## 2023-2024 Foreign Exchange Program Northwest ISD Compliance Documentation

As a legal representative of \_\_\_\_\_

(name of Exchange Organization), I

have read, understand, and agree to follow the Northwest ISD Foreign Exchange Program Standards and Procedures as set forth. The guidelines include:

\*J-1 Visas

GPA equivalency of 80 or above

Adequate insurance coverage

Course/Graduation Credit

Adequate English proficiency

Provision of support services

Registration of students

\*State law prohibits the District from issuing an I-20 for a student to obtain an F-1 Visa.

Further, I understand that abridgement of the standards and procedures will result in denial of participation in NISD in future years.

The information I have provided is true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

NOTARY

Petition Accepted \_\_\_\_\_

Petition Denied \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
NISD Executive Director of Secondary Education

\_\_\_\_\_  
Assistant Superintendent of Curriculum & Instruction



**2023-2024**  
**Foreign Exchange Student**  
**Request for Enrollment**  
(Please Print or Type)

Student Name \_\_\_\_\_

Host Family Prospect \_\_\_\_\_

Address \_\_\_\_\_

School/Placement \_\_\_\_\_

Organization Sponsoring Student \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Please circle the appropriate answers to the questions below:

- |  |   |   |
|--|---|---|
| 1. Academic records are attached               | Y | N |
| 2. Academic history attached                   | Y | N |
| 3. Level of English proficiency verified       | Y | N |
| 4. Background information attached             | Y | N |
| 5. Home interview conducted (Date            ) | Y | N |

Return to:  
Ed Shelstead  
[EShelstead@nisdtx.org](mailto:EShelstead@nisdtx.org)

DATE RECEIVED \_\_\_\_\_  
APPROVED/DISAPPROVED



**2023-2024**  
**Foreign Exchange Student**  
**Request for Enrollment**  
(Please Print or Type)

Student Name \_\_\_\_\_

Host Family Prospect \_\_\_\_\_

Address \_\_\_\_\_

School/Placement \_\_\_\_\_

Organization Sponsoring Student \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Please circle the appropriate answers to the questions below:

- |  |   |   |
|--|---|---|
| 1. Academic records are attached         | Y | N |
| 2. Academic history attached             | Y | N |
| 3. Level of English proficiency verified | Y | N |
| 4. Background information attached       | Y | N |
| 5. Home interview conducted (Date )      | Y | N |

Return to:

Maggie Norris  
[MNorris@nisdtx.org](mailto:MNorris@nisdtx.org)

DATE RECEIVED \_\_\_\_\_  
APPROVED/DISAPPROVED \_\_\_\_\_



**2023-2024**

**Foreign Exchange Student  
Request for Enrollment**  
(Please Print or Type)

Student Name \_\_\_\_\_

Host Family Prospect \_\_\_\_\_

Address \_\_\_\_\_

School/Placement \_\_\_\_\_

Organization Sponsoring Student \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Please circle the appropriate answers to the questions below:

- |  |   |   |
|--|---|---|
| 1. Academic records are attached         | Y | N |
| 2. Academic history attached             | Y | N |
| 3. Level of English proficiency verified | Y | N |
| 4. Background information attached       | Y | N |
| 5. Home interview conducted (Date )      | Y | N |

Return to:  
Cynthia Bauter  
[Cynthia.Bauter@nisdtx.or](mailto:Cynthia.Bauter@nisdtx.or)

DATE RECEIVED \_\_\_\_\_  
APPROVED/DISAPPROVED \_\_\_\_\_