



## **Foreign Exchange Program Guidelines**

Wylie ISD will consider foreign exchange students from agencies listed in the most current issue of The Advisory List published by the Council for Standards of International Education Travel (CSIET). The school district reserves the right to work with exchange organizations that have proven their commitment and responsiveness while remaining open to new organizations that demonstrate a serious commitment to the school and community. Programs in violation of District guidelines and CSIET rules may be excluded from consideration.

A waiver to limit the number of foreign exchange students District-wide is in effect. This waiver states that each high school will be limited to 5 foreign exchange students per high school. All Wylie ISD placements are for one full school year. Student placement will be determined on the residence of the host family. The host family must live within the attendance zone of the high school considered for enrollment.

Completed applications will be accepted for review February 1 through April 1. It is the responsibility of the agency to ensure that applications are complete before submission. Incomplete applications will not be reviewed, nor will they be returned for resubmission. If the Wylie ISD waiver limit of five students per high school has not been met by the applications received between February 1st and April 1st, applications received after that date will be reviewed on a first come first serve basis. If the waiver total has been met during the window of February 1st through April 1st, applications received after April 1st will be placed on a waiting list in the order they were received. No applications received after June 28 will be accepted or reviewed for placement on a waiting list.

Any violation of the rules set forth in the Wylie ISD foreign exchange program guidelines may result in the immediate withdrawal of the foreign exchange student from District schools.

## REPRESENTATIVE REQUIREMENTS

**Neither the program representative or employees of the program agency can be named as a host family on a temporary basis while awaiting a permanent host family.**

The representative of the exchange program cannot be a member of the host family. Program representatives who host a student must have another local representative from the program sponsor the student.

Under no circumstances shall a sponsor facilitate the entry of a student into the United States for whom a school placement has not been secured.

The representative is expected to maintain continuous personal contact with each of the exchange-visitor students, the host family and the high school in which each student is enrolled. The representative shall initiate action to resolve any problems that arise with respect to the student's participation in his or her academic program or with respect to the student's relationship with his or her host family. Sponsors shall ensure all students demonstrate maturity, good character, and scholastic aptitude.

The District official shall be advised of any 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. The contact person for the program is the Executive Director of Student Services, who can be reached at 972-429-3004, prior to a change in placement. *Temporary* home placement is unlawful and is not acceptable to the Wylie ISD.

A program representative that is found to be responsible for the enrollment of a student without an acceptance form may receive sanctions restricting future placement of the program's students in a District school.

The agency shall not publicize the need for host families via any public media with announcements, notices, advertisements, etc., that:

- a) are not sufficiently in advance of student's arrival
- b) appeal to public pity or guilt
- c) imply in any way that a student will be denied participation if a host family is not found immediately
- d) identify photos of individual students and include an appeal for an immediate family.

Neither the organization or its agents shall promote its programs as providing opportunities for high school graduation, school athletic participation, driver's education instruction, household domestic service, child care, employment, or other activities that might compromise the student, program or school. No agency may knowingly place an exchange student based on their athletic ability. Exchange students are not eligible to participate in varsity athletics during the one-year stay unless a waiver is approved by the University Interscholastic League (UIL). Students may participate in junior varsity athletics without a waiver.

The organization should guarantee that every student is covered with adequate health and accident insurance.

## STUDENT QUALIFICATIONS

All students attending a Wylie ISD high school must have a command of the English language, both written and spoken, to function successfully in the educational setting. Wylie ISD staff will evaluate the foreign transcript to determine eligible credits that meet the Texas Education "Agency (TEA) requirements.

Students will not be placed in a grade level that is deemed inappropriate for their age and academic level. Wylie ISD campus coordinators and personnel would work in partnership with the student's home campus to determine the most appropriate academic schedule. **Foreign exchange students will not be placed in the class ranking and will not be allowed to participate in graduation exercises or be awarded a diploma.** 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.

Programs must bring the student to the United States on a J-1 visa, as school board policy and Texas school law prohibit the charging of tuition and thus the issuance of I-20 forms by public schools.

Wylie ISD shall not accept students who have gained entry into the United States via an acceptance form signed by another school district.

Foreign students who have completed a high school education in the home country do not qualify for enrollment (Federal Register 22 CFR Part 62). If at any time following enrollment it is determined that the student has completed a high school education, the student will be immediately withdrawn. Agency representatives should thoroughly investigate the educational system in the home country and verify the student has not completed the equivalent of high school before submitting an application for enrollment.

A foreign exchange student enrolled in a District school, who did not acknowledge himself or herself as a foreign exchange student and who has not been issued a school acceptance form to attend a District school will be withdrawn immediately.

## STUDENT ACCEPTANCE

The student will be officially approved for placement at a designated campus within the District when the school acceptance form has been signed. The foreign exchange representative will be notified and the counselor at the respective school will receive all records submitted for the student.

Following acceptance of students, program representatives will be notified so they may make arrangements to place remaining students in other districts. Students not accepted due to the waiver limit will be placed on a waiting list. If a student is approved and later elects not to attend, the next student on the waiting list will be accepted. Representatives will be contacted immediately.

## HOST FAMILY

A host family should be well established prior to the acceptance of an exchange student. The program representative cannot be named as host family on a temporary basis while waiting on a permanent host family.

The host family must reside within the Wylie ISD attendance zone and must provide proof of residency in the form of a current gas, electric or water bill. Students in the district are assigned to the high school in the attendance zone assigned to their residence. In the event the host family of a foreign exchange student

moves to another attendance zone within the District during the school year, the participating student may stay on the approved campus after obtaining approval through the intradistrict transfer process. This process is independent of other students who may be in the home.

Once the student has arrived in Wylie, Texas, it is the responsibility of the host family to complete the NSOE (new student online enrollment) and make an appointment with the registrar to enroll the student and obtain a class schedule. The host family must present a valid proof of residency in the district attendance zone at that time.

## **STUDENT EXPECTATIONS**

Students must have adequate grasp of the English language to function in a regular classroom. If after attending class, it is discovered that the English skills are not adequate and tutoring is necessary, the agency representative will be expected to secure tutoring for the student to correct the deficiency.

Students are subject to District attendance and discipline policies and are expected to participate fully in their classes, including taking tests. Students must be in attendance at least 90 percent of days each course is offered to receive credit. Absences for any reason are counted in the attendance record. If absences exceed this standard, a mandatory conference will be scheduled with the student's host family, the agency representative, and school officials.

Students will be required to follow the Wylie ISD Student Code of Conduct and Student Handbook. Serious infractions, may result in immediate and permanent withdrawal of the exchange student.