Foreign Exchange Program Guidelines

Only private, not-for-profit program sponsors which are recognized and accepted for full listing by the Council for Standards of International Education Travel (CSIET) will be considered.

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 Rockwall 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. An appeal may be considered for host families living within the Rockwall ISD whose children attend a campus outside their attendance zone. This placement shall not exceed the waiver total for the campus.

Completed applications will be accepted for review February 1, 2025 through April 1, 2025. 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 Rockwall 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, 2025 will be accepted or reviewed for placement on a waiting list.

Any violation of the rules set forth in the Rockwall ISD foreign ex-change 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 must live within the Rockwall School District or adjacent districts and 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 insure 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 Directors Secretary of Student Services, who can be reached at 972-771-0605, prior to a change in placement. *Temporary* home placement is unlawful and is not acceptable to the Rockwall ISD.

The District will consider foreign exchange students from agencies listed in the most current issue of The Advisory List published by the Council on Standards for International Educational Travel (CSIET). Programs in violation of District guidelines may be excluded from consideration.

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.

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

STUDENT QUALIFICATIONS

All students attending a Rockwall ISD high school must have a command of the English language, both written and spoken, to function successfully in the educational setting. All foreign exchange students will take English III (American Literature) and US History. Therefore, students must be at a third year level in writing, speech and reading comprehension. Any student who is found to not meet our third year English requirements will **not** be allowed to attend.

Foreign exchange is designed as a cultural experience; therefore, students will not be eligible to participate in graduation activities. Rockwall ISD will not accept applications for students who have completed their 11th grade year in their home country. 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.

Rockwall 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.

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 Rockwall ISD attendance zone and must provide proof of residency in the form of a current gas, electric or water bill.

When the foreign exchange student arrives it is the responsibility of the host family to make an appointment with the counselor to enroll the student and obtain a class schedule. The host family must present a valid proof of residency in the District 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 Rockwall ISD Student Code of Conduct and Student Handbook. Serious infractions, may result in immediate and permanent withdrawal of the exchange student.

ROCKWALL INDEPENDENT SCHOOL DISTRICT

Foreign Exchange Student
Cover List of Applicant File Contents

Student Name: _____

Country Represented: _____

Foreign Exchange Agency: _____

Foreign Exchange Local Representative: _____

Representative's Telephone Number: _____

Representative's E-Mail Address: _____

- ☐ RISD Cover List of Applicant File Contents
- ☐ Request for Participation
- ☐ Acknowledgment of RISD Foreign Exchange Guidelines
- ☐ RISD (or equivalent)Transcript Conversion Form Official
- ☐ High School Transcript
- ☐ Copy of English language Testing/Scores
- ☐ Birth Certificate/Passport
- ☐ Host Family Compliance Documentation Form
- ☐ Agency School Acceptance Form
- ☐ Immunization Record
- ☐ Comments Page (optional)
- ☐ Additional items submitted are _____

Agency Representative Signature: _____

Address: _____

City / State / Zip: _____

Date: _____/_____/_____

FOREIGN EXCHANGE PROGRAM
ROCKWALL ISD

Request 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 check the appropriate response to the following questions:

	YES	NO
1. Host Family has been established	☐	☐
2. Currently accepted for full listing by CSIET	☐	☐
3. Private, Not-for-profit organization	☐	☐
4. English language support provided	☐	☐
5. Placed students in Rockwall ISD previously	☐	☐

ROCKWALL INDEPENDENT SCHOOL DISTRICT

Foreign Exchange Student

Acknowledgment of
Foreign Exchange Student Guidelines

I, _____ , have read the Rockwall ISD Foreign Exchange
(Agency Representative Name)
Student Guidelines. As a representative of _____
(Foreign Exchange Agency Name)
I agree to abide by all the rules and guidelines in effect to provide a quality experience for the students I oversee in homes of host families within the Rockwall Independent School District boundaries.

I agree to provide a copy of and to discuss in full the guidelines with host families within the district. I understand that failure to abide by any of the rules or guidelines either by the student, the host family or myself will cause immediate withdrawal from the school district and could negatively affect future placement of foreign exchange students by my agency.

Signed this _____ day of _____ , _____ .
(day) (month) (year)

_____
Local Agency Representative Signature

_____
Local Agency Representative Printed Name

_____
Address

_____
City / State / Zip

(To be returned with each student applicant file submitted)

ROCKWALL INDEPENDENT SCHOOL DISTRICT

Foreign Exchange Student
Transcript Conversion Form

Student Name _____ ID # _____

Name of Foreign School _____ Telephone # of School _____ Fax # of School _____

Address of School _____ City / Country / Postal Code _____

Number of days in school year _____ Number of years in elementary school _____

Month school year begins _____ Number of years in middle school _____ Grade level to be completed for student to receive a high school diploma _____

Month school year ends _____ Number of years in high school _____ Other years of education (past high school, prior to university or college) _____

School Yr	C/I*	Name of class	Grade*	Hours of instruction in a week	Hours of instruction in a year	Credit awarded/Notes (district use only)
		Math				
		English/ESOL				
		Science				
		History				
		Physical Education				
		Computer				
		Foreign Language				
		Health				
		Other				

School Yr	C/I*	Name of class	Grade*	Hours of instruction in a week	Hours of instruction in a year	Credit awarded/Notes (district use only)
		Math				
		English/ESOL				
		Science				
		History				
		Physical Education				
		Computer				
		Foreign Language				
		Health				
		Other				

School Yr	C/I*	Name of class	Grade*	Hours of instruction in a week	Hours of instruction in a year	Credit awarded/Notes (district use only)
		Math				
		English/ESOL				
		Science				
		History				
		Physical Education				
		Computer				
		Foreign Language				
		Health				
		Other				
School Yr	**C/I***	**Name of class**	**Grade***	**Hours of instruction in a week**	**Hours of instruction in a year**	**Credit awarded/Notes (district use only)**
		Math				
		English/ESOL				
		Science				
		History				
		Physical Education				
		Computer				
		Foreign Language				
		Health				
		Other				

= completed course
1 = course in progress at time of transcript (form must reflect ALL courses, both complete and in progress)
Grade scale to be converted to letter grades of A = 90-100; B = 80-89; C = 70-79; D = 60-69 (failure)

Has this student received a high school diploma? _____

Will this student complete the coursework required to receive a high school diploma by the end of July this year? _____

I attest that the information contained in this document is a true and accurate interpretation of the education experience of the above names student while attending the school I represent.

_____ _____/_____/_____
Printed Name of School Official Date

_____ _____
Job Title Signature

*** <u>An alternative transcript conversion may be accepted but must include school officials signature.</u>**

FOREIGN EXCHANGE PROGRAM
ROCKWALL ISD

Host Family Compliance Documentation

As a host parent for _____ (Student Name), the area coordinator, _____ (foreign exchange organization name) has provided a copy of the Rockwall ISD foreign exchange guidelines. Further I have read, understand and agree to comply with the foreign exchange guidelines. I understand that the expectation is that the foreign exchange student will remain with our family for the duration of the school year. I agree to provide proof of residency as required by the District for student registration.

HOST FAMILY

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Signature: _____

Date: _____/_____/_____

Do you currently have children enrolled in Rockwall ISD? _____ Yes _____ NO

If yes, please list names, grade and campus(es) where your child(ren) attend:

_____

_____