



Foreign Exchange Program Guidelines

Denton Independent School District

Program Standards

Request for
Participation

Host Family Compliance
Agreement

Waiver of Intent to
Pursue a Diploma





Foreign Exchange Program Guidelines

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 the community. The Denton ISD foreign exchange program provides students from other countries the opportunity to learn about the history of the United States, the working of the U.S. government and to become more fluent in both the written and spoken English language. In order to protect the interests of our patrons, students and to ensure the integrity of the foreign exchange program, Denton ISD has established the guidelines set forth in this manual.

The guidelines apply to not-for-profit programs involving a one-year home stay experience for high school students from foreign countries coming to the United States and this community. All foreign exchange programs requesting participation in Denton ISD will be considered, providing the standards set-forth in this manual are upheld.

Acceptance as a Denton ISD recognized institution will be at the discretion of the Denton ISD Board of Trustees or its designee and is subject to change and review if any agency is not in compliance with the specified guidelines. Each participating foreign exchange program must register annually through the Academic Programs department. Acceptance in one school year does not guarantee acceptance the following year. No foreign exchange student will be registered in Denton ISD unless the sponsoring organization has been registered and approved by the Denton ISD as an accredited agency and also recognized and accepted for full listing by the Council for Standards of International Education Travel (CSIET).

Only private, not-for-profit sponsors will be considered. The standards for acceptance as well as the registration procedures are included in this manual. It is the responsibility of the foreign exchange agency to ensure that Denton ISD guidelines are understood by the host family and foreign exchange student. Failure to explain the guidelines thoroughly is cause for a revocation of agency approval by Denton ISD. Denton ISD standards are based on the established guidelines of the CSIET. The Denton ISD Foreign Exchange Program Guidelines were developed by a committee of knowledgeable persons.



Denton ISD Foreign Exchange Committee

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Foreign Exchange Program Standards

Foreign Exchange Organizations

- A. Foreign exchange organizations shall meet the requirements and be listed (“Listing Status: Full”) on the Council on Standards for International Educational Travel (CSIET) approved list of foreign exchange organizations for the school year in which placement is requested. The CSIET approved list may be found at www.csiet.org.
- B. Foreign exchange organizations must be able to bring the student via a J-1 Exchange Visitor Visa. Denton ISD Board policy and Texas state law prohibit the Denton ISD from issuing an I-20 form for a student to obtain a F-1 Visa.
- C. The foreign exchange organization must provide Denton ISD with a full transcript of immunizations in English, including the month/date/year of all immunizations.
- D. The foreign exchange organization must provide Denton ISD a copy of the student’s high school transcript in English.
- E. The Denton ISD has obtained a waiver from the Texas Education Agency (TEA) to limit the number of foreign exchange students to a maximum of five (5) foreign exchange students per high school per year. Foreign exchange students shall not be permitted to enroll in Fred Moore High School.
- F. Placements will be made on a first come, first served basis. The foreign exchange organization representative may contact Denton ISD Department of Academic Programs after applications open and prior to August 1 to inquire whether any openings are available at a particular high school and if so, begin the placement process. **Requests for placements after August 1 will be denied, even if all spots are not filled.**
- G. Waiting lists will not be maintained to hold a company’s or a student’s request for enrollment. Only completed documentation will be accepted and only if the waiver limit has not been met.
- H. If a foreign exchange student is returned to his/her home country or is moved to another district after the first day of school, the foreign exchange organization will not be allowed to replace the student who has been withdrawn.
- I. The foreign exchange organization is expected to maintain continuous personal contact with each of its students, the host family and the high school in which the student is enrolled.
- J. The foreign exchange organization shall initiate action to resolve any problems that may 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.

Host Families

- A. Host families must be residents of the accepting high school’s attendance zone.
 - a. In the event a host family is also a Denton ISD employee, the foreign exchange student may not enroll at the campus in which the employee works without written prior approval from the Area Superintendent.

- B. Program representatives who host a foreign exchange student must have another local representative from their program sponsor the student.
- C. Host families must provide proof of residency in the form of a current (within the last 30 days) electric bill, gas bill, water bill or lease agreement.
- D. In the event that the host family moves within the Denton ISD during the school year, the foreign exchange organization must contact Denton ISD Department of Academic Programs to be permitted to complete the school year at the original school. In this case, transportation is the responsibility of the host family.

Foreign Exchange Students

- A. Foreign exchange students will only be accepted for one academic calendar year and they must be enrolled before the first day of school in the fall semester. Foreign exchange students will not be approved for a single semester and will be enrolled for a maximum of two (2) semesters.
- B. The foreign exchange student must be between 16 and 18 years of age by September 1 of the school year in which he/she plans to attend a Denton ISD high school.
- C. The foreign exchange student must have been enrolled in high school in his or her home country the semester preceding the exchange.
- D. No exchange student who has completed the equivalent of the 12th grade in his or her home country, has received a diploma or certificate of graduation or is considered eligible for college or university placement will be eligible to attend a Denton ISD high school.
- E. Foreign exchange students are not eligible to earn a diploma from a Denton ISD high school. Students will be required to sign a waiver of their intention to pursue a Texas high school diploma.
- F. Foreign exchange students will be enrolled as 11th graders in English 3 and U.S. History.
- G. Foreign exchange students are subject to Denton ISD attendance and discipline policies and are expected to participate fully in their classes, including the taking of tests.
- H. Foreign exchange students will take a full course load typical of any other Denton ISD student.
- I. Foreign exchange students' enrollment in elective courses is contingent upon space in the desired course.
- J. Foreign exchange students will not be placed in the class ranking.
- K. Foreign exchange students shall not participate in work-based programs.
- L. Foreign exchange students wishing to participate in athletics, fine arts and other activities/competitions governed by the University Interscholastic League (UIL) must submit to the UIL rules and regulations governing participation. Participation is not conveyed with high school placement. Coaches and sponsors of extracurricular and cocurricular activities will be responsible for checking and obtaining proper credentials for participation in each activity.
- M. Foreign exchange students are not eligible to receive free or reduced meals as part of the foreign exchange program.
- N. Foreign exchange students must abide by the Denton ISD Student Code of Conduct.
- O. A foreign exchange student's enrollment may be revoked by Denton ISD at the district's discretion if at any time the district determines that the continued presence of the student is detrimental to the educational process.



Foreign Exchange Organization Request for Participation

Please print or type

Organization

Address

Program Representative

Address

Contact Number

Email

Community Coordinator

Contact Number

Email

Area Coordinator

Contact Number

Email

Year of Establishment

Please circle the appropriate answer to the questions below:

- | | | |
|---|---|---|
| 1. Current information brochures submitted | Y | N |
| 2. Dept. of State designated sponsor organization | Y | N |
| 3. Private, not-for-profit organization | Y | N |
| 4. English language support provided | Y | N |
| 5. Placed students in Denton ISD previously | Y | N |

If yes, please list dates, number of students and Denton ISD campus placement in the spaces provided below for students placed within the last two years.

Student's Name

High School

Host Family

Please briefly describe the organization's process for student selection, including information regarding the screening process.

Please briefly describe the organization's process for host family selection, including information regarding the screening process.



Host Family Compliance Agreement

As a host family for _____ (student's name), the foreign exchange organization's representative, _____ (their name) has provided me with a copy of the Denton ISD Foreign Exchange Program Guidelines.

Please initial each statement to indicate your understanding and agreement.

_____ I have read, understand and agree to comply with the guidelines as set forth.

_____ I understand the abridgement of the standards and guidelines may result in withdrawal of the foreign exchange student from Denton ISD.

_____ I agree to provide current proof of residency as required by Denton ISD for student registration.

Host Family:

Name

Address

Contact Number

Email

Signature

Date



Waiver of Intent to Pursue a Texas High School Diploma

Please initial each statement below, indicating your understanding and agreement.

_____ Foreign exchange students are not eligible to receive a diploma from a Denton ISD high school.

_____ Foreign exchange students will be enrolled as 11th graders.

_____ Foreign exchange students are subject to Denton ISD attendance and discipline policies and are expected to participate fully in their classes, including the taking of all required exams and assessments.

_____ Foreign exchange students will take a full course load typical of any other Denton ISD student.

_____ Foreign exchange students will not be placed in the class ranking.

As a student enrolled in Denton ISD, I understand the guidelines set forth. With my signature below, I waive my intent to pursue a Texas high school diploma while enrolled in the Denton ISD.

Printed Name

Signature

Date
