

Katy Independent School District

Guidelines for Foreign Exchange Students 2018-2019

It is the goal of Katy Independent School District (Katy ISD) to provide international students from diverse cultures, who are approved for enrollment, the opportunity to experience the rewards of participating in quality educational programs, to meet and interact with students with a variety of interests, and to become more fluent in both written and spoken English.

Due to the rapid growth in the area, the District has applied for and been granted a waiver from the Texas Education Agency to limit the number of foreign exchange students at any high school to a maximum of **seven (7)** students per year. Acceptance is granted on a first-come/first-serve basis after all required components of the application process have been met.

The following guidelines have been developed to assist nationally recognized foreign exchange organizations, foreign exchange students, and host families regarding the requirements and expectations for application, acceptance, and participation as a Foreign Exchange Student in Katy ISD.

1. All foreign exchange organizations shall meet the requirements of the **Council on Standards for International Educational Travel**.
2. Application forms and all required documentation must be received in the Campus Administrative Support Department (CASD) no later than May 15th prior to the academic year for which acceptance is being requested. *This includes an official transcript of the student that has been translated into English.*
3. Any cost for student records required by the foreign exchange organization or home country is the responsibility of the foreign exchange student.
4. Foreign Exchange organizations need to keep in mind that **students who have completed the equivalent of their home country high school education, received a diploma or a certification of graduation or those considered eligible for college or university placement are not eligible** for the foreign exchange program in Katy ISD. Falsification of a student record in this regard will result in immediate withdrawal of the student.
5. The host family must reside in the high school attendance zone for the high school for which the foreign exchange organization is making application. Since falsification of a student record is now a felony in the state of Texas, a foreign exchange student will be withdrawn immediately if the host family falsifies information regarding their home address in an effort to place a student at a high school outside their attendance zone.
6. In the event the host family of a foreign exchange student moves within the District during the school year, the FES Agency representing the participating student must contact the CASD to be allowed to complete the school year at the original school. Transportation is the responsibility of the host family.
7. The foreign exchange student is responsible for providing an English translation of an immunization report that includes the month/date/year of all required immunizations, along with the application for admission.
8. The host family is responsible for enrolling the student at the high school at which the foreign exchange student has been approved for enrollment. A representative from a foreign exchange organization may not enroll the student.

9. Foreign exchange students are **accepted for one full instructional calendar year only**. No foreign exchange student will be accepted for a single semester.
10. In order to be considered a full-time student in Katy ISD, a foreign exchange student must be enrolled in at least five periods – four of which must be academic classes.
11. The foreign exchange student's transcript prior to registering in Katy ISD will be evaluated to determine student grade level and courses. The transcript **will not** be transcribed to reflect courses earned in Katy ISD.
12. Foreign exchange students will be classified at a level **no lower than the 10th grade and no higher than the 11th grade** because of the difficulty in interpreting course description equivalences from schools outside the United States. These students will not be included in a high school's class rankings or graduation; except when a transcript reflects successful completion of all required credits for graduation and End-of-Course exams.
13. Foreign exchange students are expected to take the state assessments for the grade level in which the student is placed. If a foreign exchange student is an eligible English Language Learner (ELL), the STAAR English I assessment special provision under the Texas Administrative Code at 101.1007 apply.
14. Foreign exchange students will be at a distinct disadvantage if they do not have adequate skills in written and spoken English.
15. Foreign exchange students are not eligible to receive free or reduced meals as part of the foreign exchange program.
16. Coaches and sponsors of extracurricular activities will be responsible for obtaining and evaluating proper credentials to determine a foreign exchange student's eligibility for participation in a UIL activity for which the student expresses interest.
17. If a foreign exchange student is returned to his/her home country or is moved to another district after acceptance in Katy ISD, the foreign exchange organization will not be allowed to replace the student who has been withdrawn.

Note: Representatives of foreign exchange organizations are encouraged to contact the district's Foreign Exchange Administrator at (281) 396-2357 regarding questions about the application process, identification of the potential host family's high school attendance zone, or any other issues pertaining to the foreign exchange program. Representatives of foreign exchange organizations should not make contact with individual campuses prior to approval by the district's Foreign Exchange Administrator.