



REAL INNOVATION
LIMITLESS OPPORTUNITY
LEWISVILLE INDEPENDENT SCHOOL DISTRICT

2019-2020
Foreign Exchange
PROGRAM and PROCEDURES

- Program Standards and Procedures
- State Assessment Guidelines
- Immunizations Guidelines
- Immunization Chart
- School Acceptance Form

(Please read carefully, as some things have changed.)



FOREIGN EXCHANGE PROGRAM STANDARDS

Registration Procedures

Foreign exchange programs are an integral part of the school experience and should provide a cultural experience for both the foreign student and the community. In order to protect the interests of our patrons, students, and to ensure the integrity of the foreign exchange initiative, LISD has established these standards. They 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 petitioning participation in LISD will be considered providing the standards set forth in this document are maintained.

Acceptance as an LISD recognized institution will be at the discretion of the LISD 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 Lewisville Independent School District. Acceptance in one school year does not constitute acceptance in the following school year; students will only be accepted for the current school year. No foreign exchange student will be registered in LISD unless the sponsoring organization has been registered and approved by the LISD 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. LISD 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. Exchange companies must be accepted for full listing on the current CSIET List of Approved Organizations



Acknowledgement of Lewisville ISD

Foreign Exchange Student

Program Standards

I, _____, have read Lewisville ISD's Foreign Exchange Student
(Agency Representative Name)
program standards as a representative of _____.
(Foreign Exchange Agency Name)

I agree to abide by all the rules and standards in effect to provide a quality experience for the students I oversee in homes of host families within Lewisville ISD's boundaries.

I agree to provide a copy of and discuss in full the standards with the host families within the District.

I understand that failure to abide by any of the rules or standards either by a 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

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 programs.

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.
- E. The organization will notify Stacey Lubke, Guidance and Counseling department with any changes regarding student(s); 1565 W. Main Street Suite 250 Lewisville, TX 75067 (972) 350-4768..

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's 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, 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. ***At this time LISD does not accept incoming Freshmen or Sophomores'. Students must be at least 16 years of age prior to start of classes.***
- 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 LISD high school **must have adequate English language proficiency to function successfully.**
- F. All students entering district schools for the first time who have emigrated from another country with the exception of Canada, Australia, New Zealand and *Western Europe *shall provide prior to enrollment a certification of screening for tuberculosis.* This examination shall be made by or under the direction of a licensed physician and *must be made not more than 90 days prior to enrollment into district schools.* See page 12.
- G. ***The organization will notify Stacey Lubke 972-350-4768 when a student is changing host families, changing campuses (contingent that there is an opening at other campus), and when student is withdrawing.***

Standard 6: STUDENT PLACEMENT

- A. Regarding Attendance at LISD schools, the organization shall:
 - 1. Email the Request for Enrollment to Stacey Lubke at lubkes@lisd.net
 - 2. Academic history needed including:
 - a. Academic records translated into English.
 - b. Level of English language proficiency.
 - c. Has student completed their sophomore year?
 - d. Any documented disability and modifications or accommodations made in the academic setting; should be on official school letterhead.
 - e. Number of years of school completed prior to arrival, number of years required in the home country

for the completion of secondary school.

3. Appropriate background information.
 4. Immunization Records:
 - a. Immunization records must be up to date including one dose Meningococcal Vaccine.
 - b. Tuberculosis screening by a licensed physician made not more than 90 days prior to enrollment.
 5. Date of interview in the home of the prospective host family.
 6. Enrollment for student: Full Year only
 7. In accordance with House Bill 3 passed by the 81st Texas Legislature, all foreign exchange students must follow the same State of Texas Assessment of Academic Readiness End of Course (STAAR™ EOC) testing requirements as U.S. students. All students if enrolled in the following courses will be required to take the STAAR™ EOC assessments: English I, English II, Algebra I, Biology and U.S. History.
- 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 LISD high school.
 3. Complete placement arrangements sufficiently in advance of the beginning of the school year for fall 2018.
 4. Provide suitable orientation and training to the host family.
 5. Temporary home placement is not acceptable to the LISD.
- D. Regarding student enrollment:
1. No more than 40 students will be placed in the District with a cap of 8 for any one high school. Students will be accepted on a first come-first served basis, providing all conditions in this document have been satisfied. If the 40 student limit has not been reached, a principal with concurrence of the Chief of Schools may accept up to ten (10) students but that would decrease the numbers at other high schools and depends on campuses involved.

2. All documentation provided shall be in pdf form.

- E. Foreign exchange is designed as a cultural experience; therefore, it is not anticipated that an exchange student will graduate. All state laws 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(s) 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 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
Students

1. The person is a foreign exchange student placed with a host family that resides in the district by a nationally recognized foreign exchange program, unless the district has applied for and been granted a waiver by the commissioner of education because:

- a. This requirement would impose a financial or staffing hardship on the district;
- b. The admission would diminish the district's ability to provide high-quality education services for the district's domestic students; or
- c. The admission would require domestic students to compete with foreign exchange students for educational resources.

Education Code 25.001(b)(6), (e)

- H. The organization shall provide adequate support services at the local level to assist with program-related needs and problems.
- I. The organization shall maintain an effective system of screening, selecting, training, and supervising

program representatives and group leaders.

- J. 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.
- K. 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.
 - 2. Provide for the return of the student to his/her home in the event of serious illness, accident, or death during the program.

Standard 9: ADHERENCE TO GOVERNMENT REGULATION

- A. The organization shall comply with all appropriate government regulations regarding international exchange or any other activity under its auspices.
- B. It shall be the responsibility of the organization to notify LISD of any change in status with respect to government designation, acknowledgment, acceptance, and/or endorsement.
- C.

Education Code 25.001(b)(5); 20 U.S.C. 6399; 42 U.S.C. 11434A(2); 42 U.S.C. 11302

- Foreign Exchange Students
 - 2. The person is a foreign exchange student placed with a host family that resides in the district by a nationally recognized foreign exchange program, unless the district has applied for and been granted a waiver by the commissioner of education because:
 - a. This requirement would impose a financial or staffing hardship on the district;
 - b. The admission would diminish the district's ability to provide high-quality education services for the district's domestic students; or
 - c. The admission would require domestic students to compete with foreign exchange students for educational resources.

Education Code 25.001(b)(6), (e)

Compliance Documentation

Lewisville ISD – Foreign Exchange Program

2019 - 2020

As a legal representative of _____ (name of Exchange Organization), I have read and understand, and agree to the following Lewisville ISD Foreign Exchange Program Standards and Procedures as set forth. The guidelines include:

- | | | |
|--------------------------------|-------------------------------|--------------------------|
| J-1 Visas | Adequate English proficiency | Registration of Students |
| GPA equivalency of 80 or above | Provision of support services | Course/Graduation Credit |
| Adequate insurance coverage | | |

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

Exchange Program Representative Signature

Date

Notary State of _____

County of _____

This instrument was acknowledged before me by _____

this _____ day of, _____ 2018.

Signature of Notary Public

Notary State



(Notary Seal)

Stacey Lubke
Guidance and Counseling
PO. Box 217
Lewisville, TX 75067
lubkes@lisd.net

Petition Accepted By _____

Petition Denied By _____

Date _____

Petition for Agency Participation Lewisville ISD – Foreign Exchange Program 2019 - 2020

Organization _____

Address _____

Contact Representative _____

Address _____

E-mail Address _____

Work Number _____ Home Number _____

Representative II _____

E-mail Address _____

Work Number _____ Home Number _____

Representative III _____

E-mail Address _____

Work Number _____ Home Number _____

Year Organization was established _____ (Must be more than 1 year.)

Please circle the appropriate answer to the questions below:

- | | | |
|--|---|---|
| 1. Current Informational Brochures submitted | Y | N |
| 2. CSIET designee | Y | N |
| 3. Private, Non-for-profit organization | Y | N |
| 4. English language support provided | Y | N |
| 5. Placed students in LISD previously | Y | N |

Briefly describe the organizations process for student selection, including who conducts the screening.

Briefly describe the organizations process for host family selection, including who conducts the screening.

Describe/submit the organizations termination policy.

Local References
(Former Host Families)

Name Number	Address	Phone
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School References

(List all schools where students were placed for the last 2 year years.)

Name	Address Phone Number
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Lewisville ISD
Stacey Lubke
1565 W Main Suite 250
Lewisville, TX 75067
Lubkes@lisd.net