EAGLE MOUNTAIN
SAGINAW ISD
Fostering a Culture of Excellence

Foreign Exchange Program Organizational Packet

- **Program Standards and Procedures**
- **Petition of Participation**
- **Authorization Document**

Updated 1/12/2023

EAGLE MOUNTAIN SAGINAW ISD

Fostering a Culture of Excellence

Foreign Exchange Program Standards and Registration Procedures

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 his community. In order to protect the interests of our patrons, students and to ensure the integrity of the foreign exchange program, EMS ISD 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 requesting participation in EMS ISD will be considered providing the standards set forth in this document are maintained.

Acceptance as an EMS ISD recognized institution will be at the discretion of the EMS ISD 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 request an application and register annually through the Director of Counseling and Campus Support. Acceptance in one school year does not constitute acceptance in the following school year. No foreign exchange student will be registered in EM-ISD unless the sponsoring organization has been registered and approved by the EMS ISD Board of Trustees 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 program sponsors will be considered. The standards for acceptance as well as the registration procedures are included in the body of this document. It is the responsibility of the Foreign Exchange Organization to ensure that EMS ISD policies are understood by the host family and foreign exchange student. Failure to explain policy thoroughly is cause for a revocation of agency approval by EMS ISD. EMS ISD standards are based on the established guidelines of the CSIET.

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 program.

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.

1. The organization is accountable for the full scope of the programs it administers, including actions taken and representations made by its agents, and maintains responsibility for its students both within the United States and abroad.
2. The organization shall maintain direct, hands-on control of the placement and supervision of inbound students and the hiring, firing and remuneration of local representatives. It may not enter into a relationship with another entity that appears to exercise such control.

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.

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's promotional materials shall professionally, ethically, and accurately reflect its purposes, activities, and sponsorship.

B. The organization 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 the 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.

C. The organization shall not promote or recruit for its programs in any way that compromises the privacy, safety or security of participants, families or schools. Specifically, programs shall not include personal student data or contact information (including address, phone or email addresses) on websites or other promotional materials.

D. All promotional materials/activities shall distinguish the program and the sponsoring organization from others operating under:
a) Affiliated or related corporate structures
b) The same or similar names or symbols.

E. The organization shall fully disclose all fees, including school tuition, host family reimbursements, and other required or optional costs to prospective students and their natural families before enrollment. (If host families provide room and board gratis to the students, publicity should state that fees cover "selection and placement in host families" and not imply in any way that the fees paid by the students cover: room and board.")

F. 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. Standard 4F specifically prohibits the organization and its agents (this includes foreign partners) from promoting its programs as providing any of the aforementioned activities. The word "promote" as it is used in CSIET Standard 4F includes any specific focus on or prominence of pictures and/or text depicting these activities. No prominent pictures and/or text will be considered to be in compliance.

1) Be advised that EMS ISD does not provide a driver's education program for foreign exchange students. Driving instruction may be arranged through private enterprises.

2) All foreign exchange students will be in junior level courses, to enrich their experience, students will take English III (American Literature) and US History. Students will also be placed in US Government and Economics, upon request. They will be placed in the appropriate math and science courses, based on their transcripts. Placement in electives must be based upon meeting all requisites and space availability.

G. The organization shall not state or imply in its promotional materials/activities that persons who are compensated other than out-of-pocket expenses are volunteers.

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.

B. Screening procedures shall include a personal interview with student applicants in their home country prior to departure to the United States. English translation must be on their school's letterhead, dated, signed and stating the student's grade level.

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, including information on how to identify and report cases of suspected student abuse.

E. All inbound students enrolled in a U.S. high school must have adequate English language proficiency to function successfully.

1. **All students attending an EMS ISD high school must have a command of the English language, <u>both written and spoken</u>, 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.

F. All inbound and outbound students enrolled in school must have adequate academic preparation to function successfully.

G. Exchange students will be required to follow the EMS ISD Student Code of Conduct. Serious infractions, may result in immediate and permanent withdrawal of the exchange student.

Standard 6: EMS ISD STUDENT PLACEMENT

A. Regarding Attendance at EMS ISD schools, the organization shall:

1. Secure acceptance for each student from EMS ISD via the Director of Counseling and Campus Support prior to confirming assignment of the student to a host family.

2. Provide the campus administrator with the following information about the student:

    a. academic history including:

        i. academic records translated into English.

        ii. number of years of school completed prior to arrival, number of years required in the home country for the completion of secondary school, expectation regarding school experience.

b. level of English language proficiency.

c. appropriate background information.

d. health and immunization documentation.
Please note that by State law, immunization records must show month, day and year of immunizations prior to registration. We are not allowed to accept students without the required immunization documentation. (Please see additional information on pages 9-11 of this document regarding immunization requirements.)

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 EMS ISD high school.

3. Complete placement arrangements sufficiently in advance of the beginning of the school year. (Sufficiently in advance prior to August 1)

4. Provide suitable orientation and training to the host family.

5. Temporary home placement is unlawful and is not acceptable to the EMS ISD.

D. Regarding the student's enrollment

1. No more than 15 students will be placed in the District with a cap of 5 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.

2. 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.

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 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 (including a national criminal background check for U.S. representatives with direct in-person contact with student participants), selecting, training, and supervising program representatives and group leaders.

F. The organization shall provide students with an identification card that includes the student's name; the host family's name, address, and telephone; the address and telephone of the organization's appropriate national office.

G. For programs involving school enrollment, the organization shall maintain regular communication with school authorities.

H. 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.

I. The organization shall have in place adequate plans for dealing with emergency situations (medical or otherwise) that may arise during the program.

J. The organization shall respond in a timely and appropriate fashion to complaints received from students, families, schools or others concerned with the program and its quality.

K. For utilizing electronic or automated program databases to demonstrate compliance with CSIET Standards, such entries must identify the date and user recording the data. Programs shall also maintain a back-up system. To prevent online access to sensitive student information by unauthorized persons, program databases need to be secured by an initial screening prior to issuance of a unique username and password.

L. 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 Director of Counseling and Campus Support, who can be reached at (817)232-0880, prior to a change in placement.

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.

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

B. The organization shall provide students, host families, and appropriate supervisor(s) with detailed printed information regarding the terms and limits of insurance coverage and procedures for filing a claim.

C. Insurance will not be a determining factor on accepting a foreign exchange student.

Standard 9: ADHERENCE TO GOVERNEMT REGULATIONS

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 the Council as well as EMS ISD of any change in status with respect to government designation, acknowledgment, acceptance, endorsement and/or sanction.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including religious belief, the student will not be immunized. Students who are not in compliance with the immunization requirements will be excluded from attending and/or enrolling in school. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenza type B, poliomyelitis, hepatitis B, and varicella (chicken pox). Students enrolled in Pre-K or Early Childhood programs are required to have the Hepatitis A and Pneumoccal vaccines in addition to the others previously mentioned. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Acceptable evidence of vaccination includes: (1) documentation of vaccines administered that include the signature or stamps of the physician or his/her designee, or public health personnel, (2) official immunization record generated from a state or local health authority and/or (3) a record received from school officials including a record from another state is acceptable.

If a student is not immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. Please refer to the District Web Page for the Texas Minimum State Vaccine Requirements for Students Grades K-12. You can find it under the Parents tab then choose Registration/Back to School and then Immunization Requirements.

EAGLE MOUNTAIN SAGINAW ISD

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Registration Procedures
For Foreign Exchange Organizations

Limitations:

Through the stipulation of Texas Education Agency Wavier for EMS ISD, the total number of enrolled foreign exchange students will not exceed an annual total of fifteen (15) students, and no more than five (5) at each EMS ISD high school. Organizations may place one student per school year. However, organizations may request to be added to a waiting list in the event that unrequested spots become available. The District reserves the right to withhold these spots until May 15th. After that time, any unrequested spots are provided to students on the waiting list.

Registration Deadlines:

Registration of foreign exchange students must be completed no later than August 1st. Requests after this date will be declined. After school counselors have received official notice of student approval, students will be allowed to register. Host families and/or exchange students must secure notary confirmation on compliance documentation.

Contacts:

Approval for registration may be obtained through the Director of Student Services.

FOREIGN EXCHANGE PROGRAM
Eagle Mountain-Saginaw ISD
Compliance Documentation

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

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

*State law prohibits the District from issuing an I-20 for a student to obtain an F-1 Visa.

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

The information I have provided is true and correct to the best of my knowledge.

_____ _____
Applicant Signature Date

NOTARY STAMP and SIGNATURE _____

Petition Accepted _____ Petition Denied _____ Date _____

_____ _____
Director of Counseling and Campus Support Superintendent

FOREIGN EXCHANGE PROGRAM

Eagle Mountain-Saginaw 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 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 EMS ISD previously	**Y**		**N**
6. Academic Program duration		**Year**	

***Please list dates, number of students and EMS ISD campus placement in the space provided below.**

SCHOOL REFERENCES
(List all Schools where students were placed in the last 3 years)

Name	Address	Contact Person	Telephone

Briefly describe the organization's process for student selection, including who conducts the screening.

Briefly describe the organization's process for host family selection, including who conducts the screening.

Describe/Submit the organization's termination policy after enrollment in our schools:

LOCAL REFERENCES (Former Host Families)
(List all for the past 3 years)

Name	Address	Telephone

EAGLE MOUNTAIN SAGINAW ISD

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Foreign Exchange Student
Request for Enrollment

(Please Print or Type)

Student Name _____

Host Family Prospect _____

Address _____

School/Placement _____

Organization Sponsoring Student _____

Phone _____

Email _____

Please circle the appropriate answers to the questions below:

1. Academic records are attached	Y	N
2. Academic history attached	Y	N
3. Level of English proficiency verified	Y	N
4. Background information attached	Y	N
5. Home interview conducted (Date _____)	Y	N

Return to: Director of Counseling and Campus Support

DATE RECEIVED _____

APPROVED/DISAPPROVED

Foreign Exchange Program
Host Family Compliance Documentation

As a host parent for _____(student name), the area coordinator, _____(foreign exchange organization name) has provided a copy of the foreign exchange standards and procedures. Further I have read, understand and agree to comply with the guidelines. Additionally, I understand that abridgement of the standards and procedures may result in consequences for the foreign exchange organization. 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: _____

E-mail: _____

Signature _____

Date _____