

# Katy Independent School District

## Guidelines for Foreign Exchange Students

In the Katy Independent School District, the intent of a foreign exchange program is to provide these students the opportunity to learn about the history of the United States, as well as the working of our government, and to become more fluent in both the written and spoken English language. Students should be encouraged to take an active part in the academic process and experience the social activities of the youth in Katy ISD.

Due to the rapid growth in the Katy ISD, TEA has granted the District a waiver to limit the number of foreign exchange students to a maximum of five (5) students per high school each year. Participation is on a first come/first-serve basis.

The following guidelines are provided to assist the foreign exchange organization, the foreign exchange student, and the host family in understanding the expectations of this privilege:

1. Foreign exchange organizations shall meet the requirements of the Council on Standards for International Educational Travel.
2. The local foreign exchange organization representative should contact the Executive Director for Campus Administrative Support (281.396.2315) to complete an application and secure approval to place the student in the high school in the host family's attendance zone. All required documentation concerning the exchange student should be submitted no later than July 15 prior to the academic year of attendance.
3. If a foreign exchange student is returned to his/her country or is moved to another district, no new foreign exchange student will replace the student withdrawn.
4. Foreign exchange students are accepted for one calendar year, and will not be approved for a single semester.
5. The foreign exchange student is responsible for providing the month/date/year of all immunizations. Immunization records must be in English.
6. The foreign exchange organization is responsible for providing a copy of the student's high school transcript for the entire year. The transcript must be in English.
7. Any cost for student records required by the foreign exchange program, or country, is the responsibility of the student.
8. Every foreign exchange student is encouraged to be fluent in writing and speaking English, but will not be denied enrollment if they have limited skills.
9. The host family must enroll the foreign exchange student. The area representative may not handle this procedure.
10. In order to be considered a full-time student, a foreign exchange student must be enrolled in at least five periods -- four of which must be academic classes.
11. Foreign exchange students will be classified at a **level no lower than the 10<sup>th</sup> grade and no higher than the 11<sup>th</sup> grade** because of the difficulty in interpreting course description equivalencies from schools outside the United States.
12. No foreign exchange student will receive a diploma from Katy ISD.
13. Foreign exchange students will not be required to take the Texas Assessment of Knowledge and Skills (TAKS) tests, by signing a waiver indicating that they do not plan to graduate from a Texas school district.
14. Foreign exchange students will not be placed in the class ranking.
15. Foreign exchange students will not be eligible to receive free or reduced price meals as part of the exchange program.
16. Coaches and sponsors of extracurricular activities will be responsible for obtaining and checking proper credentials for participation in each activity.