

# ALAMO HEIGHTS HIGH SCHOOL

## Guidelines & Process

### Foreign Exchange Students



Alamo Heights High School provides a limited number of 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 limited staffing and overall enrollment, the district has applied for, and been granted, a waiver from the Texas Education Agency to limit the number of foreign exchange students at the high school to a maximum of five (5) per year. Acceptance is granted on a first-come/first-served 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 AHISD:

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 Alamo Heights High School main office no later than the second Monday in June, prior to the academic year for which acceptance is being requested.
  - a. This includes an official transcript of the student that has been translated into English.
  - b. The foreign exchange student shall provide an English translation of an immunization report that includes the month/date/year of all required immunizations, along with the application for admission.
  - c. Acceptance will be communicated to the applicant by the end of June.
3. Any cost for student records required by the foreign exchange organization or home country should be paid by the foreign exchange student, not the school.
4. Foreign Exchange organizations should note that students who have completed the equivalent of their high school education, received a diploma, a certification of graduation, or those considered eligible for college or university placement are NOT eligible for the foreign exchange program in AHHS. Falsification of a student record in this regard will result in immediate withdrawal of the student.

5. The host family must reside in the AHISD attendance zone. A foreign exchange student will be withdrawn immediately if the host family falsifies information regarding their home address in an effort to place the student inside the AHISD attendance zone.
6. The host family is responsible for enrolling the student at AHHS, once the exchange student has been approved. A representative from a foreign exchange organization may not enroll the student.
7. Foreign exchange students are accepted for one full instructional calendar year only. No foreign exchange student will be accepted for a single semester.
8. In order to be considered a full-time student in AHISD, a foreign exchange student must be enrolled in six (6) class periods.
9. Foreign exchange students will be classified at a level no lower than the 10th grade and no higher than the 11th grade.
10. All foreign exchange students wishing to participate in UIL extracurricular activities require a waiver from the University Interscholastic League (UIL) ([link here](#)). Coaches and sponsors are responsible for implementing the waiver process and not allowing the student to participate on the varsity level without the approval from the UIL. Once the student completes the waiver information, the AHISD Athletic Director will review it before submitting it to the UIL.
11. If a foreign exchange student is returned to his/her home country or is moved to another district after acceptance in AHISD, the foreign exchange organization will not be allowed to replace the student who has been withdrawn.
12. Foreign exchange students will be classified at a level no lower than the 10th grade and no higher than the 11th grade, and they will not be permitted to be ranked in AHHS's class ranking system nor participate in AHHS's graduation ceremonies.
13. Foreign exchange students will follow all Alamo Heights High ISD's [Student Handbook](#) and [Student Code of Conduct](#) guidelines, including the 24 Hour Code of Leadership for extracurricular participation. .

Note: Representatives of foreign exchange organizations are encouraged to contact the **Alamo Heights High School office at (210) 820-8850** regarding questions about the district's application process, identification of the potential host family's high school attendance zone, or any other issues pertaining to the foreign exchange program.