

## **STUDENT EXCHANGE/TRAVEL/STUDY/PROGRAMS**

The Albemarle County Public Schools (“ACPS”) support student participation in international exchange, travel, and/or study programs. The following regulations and procedures are designed to promote an environment in which such programs can have the greatest possible educational benefit and to ensure quality control and protection for the student and family.

Approved: September 14, 2000

Reviewed: September 23, 2004; March 12, 2015

Equity Review: September 12, 2019

## **STUDENT EXCHANGE/TRAVEL/STUDY/PROGRAMS PROCEDURES**

As nations of the world become interdependent, it is increasingly important for students to develop a sense of cultural intelligence and global citizenship. Programs of international exchange, travel and/or study play a key role in this learning process. The following are guidelines for international exchange, travel, and/or study program applications. Such visits may be made on a long- or short-term basis. Approval for students to participate in any incoming or outgoing exchange, travel, and/or study program does not automatically guarantee a reciprocal arrangement.

- I. Long-Term Programs (one semester or longer)
  - A. Procedures for Incoming International Exchange Students to Albemarle County Public Schools
    1. Each time an exchange organization wishes to enroll an international student in ACPS, the program representative should initiate the process by submitting to the World Languages Lead Coach a Long-Term International Exchange Student Application Form (IGAP E-1) along with a copy of the student's application to the exchange program that includes a translated copy of the student's transcripts.
    2. The World Languages Lead Coach will verify that the exchange organization is accredited by the Council on Standards for International Educational Travel (C.S.I.E.T.) and follows all government requirements regarding exchange visitor programs.
    3. After committee review and initial approval, the World Languages Lead Coach shall forward the application to the appropriate principal for final determination of acceptance. The World Languages Lead Coach and principals shall consider the guidelines listed in Section 5 a)-h), Guidelines, below. The exchange program representative will be notified in writing of the final decision, including the amount of tuition to be paid or waiver thereof.
    4. It will be the program representative's responsibility to inform the student and the host family of the final decision, and verify that the student has submitted all necessary documentation (including insurance forms). The program representative shall also provide the families with an overview of the registration process, information concerning credits and grade placement based on Albemarle County Public Schools' regulations.
    5. The following guidelines shall be used by the Superintendent's Designee and school principals when considering enrollment of an international exchange student:

- a) Applications and the required documentation must be submitted to the World Languages Lead Coach by June 1<sup>st</sup> for the fall semester and November 1<sup>st</sup> for spring semester.
- b) The sponsoring organization must be accredited by the Council on Standards for International Educational Travel (C.S.I.E.T.).
- c) A local exchange program representative accepts complete responsibility for monitoring the student exchange experience and for informing the World Languages Lead Coach and school principal of any significant changes in the student's environment.
- d) The student should be able to demonstrate proficiency in spoken and written English at a level that will enable him/her to participate fully in classwork, as demonstrated by the student's ELTiS scores. Students needing supplemental support in English will be required to have tutoring at the expense of the student or exchange organization.
- e) The student's transcripts must demonstrate the ability to maintain a 2.0 overall grade point average. Students shall adhere to School Board Policy JFC, Student Conduct. Permanent withdrawal from Albemarle County Public Schools may be requested by the school principal/designee for academic failure and/or unacceptable behavior.
- f) The international exchange student must be able to accept the financial responsibility for all school-related fees, such as athletic fees, lunch, a yearbook, and field trips.
- g) Applicant approval will take into consideration the number of students already approved from any exchange program or country and the availability of spaces at the designated school.
- h) ACPS shall not award a diploma to international students under this policy.

**B. Albemarle County Public School Students Traveling to International Locations**

- 1. ACPS students who plan to study abroad for more than a semester shall carefully select a company certified by the Council on Standards for International Educational Travel (C.S.I.E.T.). Albemarle County Public Schools does not endorse any particular program.
- 2. Students and their counselor should discuss course requirements that will be needed during their time abroad, prior to departure, to ensure an on-time graduation upon return.

- II. Short-Term Programs (Less Than One (1) Semester)
- A. Albemarle County Public Schools Students Going Abroad in Short-Term Foreign International Exchange, Travel, and/or Study Programs
1. An Albemarle County Public Schools' employee who wishes to serve as a program representative and take a student group to another country (or host students from another country) should first contact the school principal. To initiate the international exchange, travel, and/or study approval process, the program representative shall submit the Short-Term International Student Exchange/Travel/Study/Program Application Form (IGAP E-2) to the school principal. Upon approval, the principal shall forward the application form to the World Languages Lead Coach for approval, who, in turn, shall submit it to the Superintendent/Designee. Application forms should be submitted to the Superintendent/Designee at least one (1) year prior to the travel date to allow sufficient time to publicize the trip and for students to raise participation funds.
  2. The following shall serve as guidelines by the school principal and the World Languages Lead Coach in their consideration of programs:
    - a) The program's specific educational objectives and program parameters shall be clearly stated specifying, among other things, the time balance between touring and studying.
    - b) Recruitment processes, through family engagement and various communications shall engage all students to ensure that school demographics are represented by trip participants.
    - c) Fundraising efforts shall be conducted in a manner that will provide equitable access for any interested student.
    - d) Describe the manner in which the trip fits within the context of a school's two-year international travel plan.
    - e) The credentials and specific contact information of the organization bearing legal responsibility for the exchange shall be clearly documented.
    - f) Program costs shall be enumerated in detail.
    - g) Registration processes and detailed itineraries must be provided.
    - h) The financial stability of the organization, its general reputation, experience, safety record, past performance, and the adequacy of accident and medical coverage must be evaluated.
    - i) Responsible teachers shall be selected based on their professional fitness for a particular assignment. Staff selection does not depend on

recruitment of students by potential staff members. Adult chaperones traveling and working with students overseas shall be carefully and critically examined in accordance with the Albemarle County Public Schools employment or volunteer procedures, including School Board policy GCD, Recruitment and Selection of Personnel. All staff and chaperones will follow policy GBC, Standards of Conduct while traveling and working with students.

- j) Teachers shall conduct orientation meetings to prepare students for the travel/study program. Teachers may suggest that families consider emotional stability, maturity, and age of the student for the particular group. If instruction is to be given in another language, appropriate proficiency in that language is an important factor for students choosing to participate.
- k) The sponsoring organization shall describe in detail its process for addressing illnesses, accidents, health emergencies, and exigent circumstances. In addition, the sponsoring organization shall provide information as to the health and travel insurance, including policy limits, exclusions, and deductibles that it maintains for this exchange program. All additional costs for which the parents may be responsible should their children have to return before the end of the trip shall be enumerated.
- l) The sponsoring organization shall provide the names and contact information of references that parents, students, and local educators may contact to discuss their past experiences with the sponsoring organization and its programs.
- m) Conferral of high school credit and the conditions under which such credit may be obtained shall be within the sole discretion of the ACPS.

B. Incoming Short-Term International Exchange, Travel, and/or Study Programs to Albemarle County Schools

1. Applicants shall follow the guidelines set forth in section II above.
2. Host families on international exchange students must meet the ACPS registration requirements (see School Board policy JEC – School Admissions).
3. Schools should plan to accommodate the logistics associated with incoming groups of students.

Adopted: September 14, 2000  
Amended: September 23, 2004; March 12, 2015; September 12, 2019  
Equity Review: September 12, 2019

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Legal Ref.: Regulations of the United States Information Agency Council, Part 514.

Cross Ref: GBC, Standards of Conduct  
GCD, Recruitment and Selection of Personnel  
JEC, School Admissions  
JFC, Student Conduct

**LONG TERM INTERNATIONAL EXCHANGE STUDENT  
APPLICATION FORM**

Name of organization: \_\_\_\_\_

Area representative: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Is your organization accredited by the C.S.I.E.T.? \_\_\_\_\_ YES \_\_\_\_\_ NO  
(Council on Standards for International Educational Travel)

Name of Host Family: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Name of International Exchange Student: \_\_\_\_\_

Male \_\_\_ Female \_\_\_

Country of Citizenship \_\_\_\_\_ Date of Birth \_\_\_\_\_

Grade level and school the student expects to attend \_\_\_\_\_  
(The student must attend the school serving the area where he/she will reside.)

**Person making request:**

Name \_\_\_\_\_ Title \_\_\_\_\_

**Recommendation:**

Principal's action: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Signature: \_\_\_\_\_ Date \_\_\_\_\_

World Languages Lead Coach action: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Attachments:** Copies of (1) Student Exchange Application, (2) Translated Copy of Student's Transcripts, (3) Student's ELTiS scores, (4) Student's Passport, (5) Student's Medical Records

**SHORT TERM INTERNATIONAL STUDENT EXCHANGE/TRAVEL/STUDY  
PROGRAM  
APPLICATION FORM**

This application is for (select one):

\_\_\_\_\_ Taking ACPS students on an international trip

- Dates of Proposed Trip: \_\_\_\_\_
- Country(ies) to be Visited: \_\_\_\_\_

\_\_\_\_\_ Bringing students into ACPS from an international location

- Dates of Proposed Visit: \_\_\_\_\_
- Number of students who will be visiting: \_\_\_\_\_

Name of Group/Organization/Agency: \_\_\_\_\_

Agency Bearing Legal Responsibility (if different from above): \_\_\_\_\_

Contact Person / Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Description of Proposed Program** (attach information on the following topics, clearly labeled, as applicable in Section II Part B.2:)

- a. Educational objectives (including time balance between travel and study)
- b. Recruitment process (so that school demographics are represented on the trip)
- c. Description of fundraising opportunities that provide equitable access for any interested student
- d. How the trip fits within the context of a school's two-year international travel plan
- e. Credentials of the organization bearing legal responsibility
- f. Costs to families
- g. Itineraries and registration procedures
- h. Insurance (showing evidence of accident and medical coverage for the period of this program and related information)
- i. Qualifications of teachers, and vetting process to be used for chaperones
- j. Student preparation process
- k. Contingency plans in case of illness or accident
- l. Program evaluation procedures and prior experiences with the program
- m. Acknowledgement that conferral of high school credit is not guaranteed
- n. For incoming groups, how the school plans to accommodate

O

**Person Making Request:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_



**Recommendations:**

Name of School: \_\_\_\_\_

Principal's Description of how this program fits within scope of the school's two-year travel plan:

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Principal Action: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

World Languages Lead Coach: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved Date: \_\_\_\_\_

Assistant Superintendent Action: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_