

STUDENT EXCHANGE/TRAVEL/STUDY/PROGRAMS

The Albemarle County Public Schools support the concept of students participating in exchange/travel/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 insure quality control and protection for the student and family.

Approved: September 14, 2000

Reviewed: September 23, 2004; March 12, 2015

Recognizing that as nations of the world become more interdependent, it becomes increasingly important for students to develop a sense of global citizenship. Programs of international exchange, travel and/or study play a key role in this learning process. The following procedures establish the guidelines for programs and individuals to make application for foreign students to attend Albemarle County Public Schools and for Albemarle County Public School students to visit other countries. Such visits may be made on a long or short term basis. Approval for students to participate in any in-coming or out-going exchange/travel/study program however does not automatically guarantee a reciprocal arrangement.

I. Long Term Programs (one semester or longer)

A. In-coming Foreign Students to Albemarle County Public Schools

1. Procedures

Each time an exchange organization wishes to enroll a student from a foreign country in an Albemarle County Public School, the program representative should initiate the process by submitting a Long Term Foreign Exchange Student Application Form (IGAP E-1) along with a copy of the student application to the exchange program, including a translated copy of the student's transcripts, to World Languages Lead Coach.

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.

The application is then forwarded to the appropriate principal. With the principal's recommendation, the form is returned to the World Languages Lead Coach for final determination of acceptance, including payment of tuition or waiver thereof. The World Languages Lead Coach and principals are expected to consider the guidelines listed in section 2.a-i below. The exchange program representative will be notified in writing of the final decision.

It will be the program representative's responsibility to inform the student and the host family of the final decision. If approval is granted, the program representative also will provide them with an overview of the registration process, along with information concerning credits and grade placement based on Albemarle County Public Schools regulations, as well as verify that the student has all necessary documentation (including insurance requirements).

2. Guidelines

The following guidelines will be used by the Executive Director of Support Services and site principals in considering enrollment of a foreign exchange student:

- a) The sponsoring organization must be accredited by the Council on Standards for International Educational Travel (C.S.I.E.T.).
- b) A local exchange program representative has been identified and accepts complete responsibility for monitoring the student exchange experience and for informing the World Languages Lead Coach, as well as the principal of the local school, of any significant changes in the student's environment.
- c) Requests and the required documentation must be received in a timely manner - July 1st for the opening of the school year and December 1st for second semester.
- d) Applicant approval will take into consideration the number of students already approved from any one program, country, as well as availability of space and classes in the designated school.
- e) The student is able to demonstrate proficiency in spoken and written English at a level which will enable him/her to participate fully in class work since English as a Second or Other Language (ESOL) classes will not be provided. Students needing additional instruction in English will be required to have tutoring at the expense of the student or exchange organization.
- f) The student's records show the ability to maintain a 2.0 overall grade average. Permanent withdrawal from Albemarle County Public Schools may be requested for academic failure and/or for unacceptable behavior.
- g) The foreign exchange student is able to accept the financial responsibility for coursework fees (such as labs, special materials), lunch, yearbooks, field trips, etc.
- h) A diploma from the Albemarle County Public Schools will be awarded only if the Virginia Department of Education and the Albemarle County School Board requirements for graduation are met.

B. Albemarle County Students Participating in Long Term Foreign Exchange Programs For Credit

1. The sponsoring organization must be accredited by the Council on Standards for International Educational Travel (C.S.I.E.T.) and must follow all government requirements regarding teenage exchange visitor programs.
2. In order for foreign academic course work to be considered for credit toward fulfilling requirements for graduation from an Albemarle County Public School, upon completion of the exchange program, the student must provide the school with an official translated description of courses and grades. This must include the total number of hours each class met as well as a grading scale. Upon review and acceptance appropriate credits will be awarded.
3. In order to receive a diploma from the Albemarle County Public Schools, a student must meet the Virginia Department of Education and the Albemarle County Public School Board requirements for graduation.

II. Short Term Programs (Less Than One Semester)

A. Albemarle County Students Participating in Short Term Foreign Exchange/Travel/Study Programs

1. Procedures
Each time a potential school-approved student group wishes to participate in taking students to another country or in hosting students from another country, the program representative should first contact the local principal. To initiate the exchange/travel/study approval process the Short Term Foreign Student Exchange/Travel/Study/Program Application Form (IGAP E-2) is submitted to the site principal. With the principal's recommendation, the form is forwarded to the World Languages Lead Coach for approval or denial.
2. Guidelines
The following guidelines will be used by the site principal and the World Languages Lead Coach in considering programs:
 - a) The organization bearing legal responsibility is clearly delineated, with documentation. It is important that parents know precisely with whom to deal should difficulties arise.
 - b) Program costs are clearly delineated.
 - c) Fund Raising efforts, if applicable, are clearly explained. Approval must be obtained before raising funds or publicizing the program.
 - d) Detailed itineraries are provided.

- e) The financial stability of the organization, its general reputation, and the adequacy of insurance provided have been determined.
- f) Specific educational objectives of the program are clearly stated. Actual program structures are spelled out, noting the time balance between touring and studying and general circumstances under which study is to take place. The program itself needs to be carefully examined to see how consistent it is with stated objectives.
- g) The nature and qualifications of teachers who will be giving instruction and/or direction are described specifically. They are to be selected on the basis of their professional fitness for a particular assignment. Staff selection does not depend on recruitment of students by potential staff members. Adults traveling and working with students overseas need specific and relevant skills, understandings, and competencies for working with young people in an informal setting.
- h) Students are carefully screened and selected on the basis of their particular appropriateness for the travel-study program. Review includes the student's academic record, emotional stability and maturity, and suitability of age for the particular group. If instruction is to be given in another language, appropriate proficiency in that language is an important factor in student selection.
- i) Unauthorized statements are not made asserting or implying that high school credit is to be granted for the program. Conferral of high school credit and the conditions under which that credit might be obtained are determined solely by the School Board.
- j) The sponsoring organization describes in clear detail provisions and arrangements for coping with illnesses, accidents, and other unusual circumstances. Requirements for health and travel insurance are carefully detailed. Additional costs for which the parents may be responsible, should their children have to return before the end of the trip, are explicitly stated.
- k) Opportunity is provided for parents, students, and local educators to contact people who have previously participated in a program for their reactions and appraisals. For this purpose, the sponsoring organization may make available names of persons who have agreed to be contacted.

- 1) Parent and student assessments indicate that the organization's program provides a meaningful educational experience.

B. In-Coming Foreign Student Exchange/Travel/Study Programs to Albemarle County Schools

1. Procedures
Applicants should follow the procedures listed under II. A.1.
2. Guidelines
Applicants should follow the procedures listed under II. A.1. a-l. above. In addition, in-coming foreign students must meet the registration requirements of the Albemarle County Public Schools (see School Board policy JEC – School Admissions).

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

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

Cross Ref: *JEC* School Admission

**LONG TERM FOREIGN 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 Foreign 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 _____

Assistant Superintendent's action: _____ Approved _____ Disapproved

Signature: _____ Date _____

Attachments: Copy of Student Exchange Application

Translated Copy of Student's Transcripts

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

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, as applicable in Section II Part B.2:)

- Credentials of the organization bearing legal responsibility
- Costs
- Fund Raising
- Itineraries
- Insurance Related Information (showing evidence of accident and medical coverage for the period of this program and related information)
- Educational Objectives (including time balance between travel and study)
- Qualifications of Teachers/Chaperones Providing Instruction
- Student Screening and Selection Criteria/Process
- Contingency Plans in Case of Illness, Accident or Other Circumstances
- Other School Divisions' Experience with the Program
- Program Evaluation Procedures
- Registration requirements for in-coming students

Person Making Request:

Name: _____ Title: _____

Recommendations:

Name of School: _____

Principal Action: _____ Approved _____ Disapproved

Signature: _____ Date: _____

World Languages Lead Coach: _____ Approved _____ Disapproved

Assistant Superintendent Action: _____ Approved _____ Disapproved

Signature: _____ Date: _____