

STUDENT EXCHANGE/TRAVEL/STUDY/PROGRAMS

The Albemarle County Public Schools (“ACPS”) support ~~the concept of students participating~~ student participation in international exchange, travel and/or study programs~~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~~ ensure quality control and protection for the student and family.

Approved: September 14, 2000

Reviewed: September 23, 2004; March 12, 2015

Revised: ~~March/April 2019~~

STUDENT EXCHANGE/TRAVEL/STUDY/PROGRAMS PROCEDURES

~~As~~Recognizing that as nations of the world become ~~more interdependent~~interdependent, it ~~becomes~~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 ~~procedures establish the~~are guidelines for international exchange, travel and/or study program ~~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~~applications. Such visits may be made on a long- or short-term basis. Approval for students to participate in any incoming in coming or out-going exchange, travel, and/or study exchange/travel/study program ~~however~~ does not automatically guarantee a reciprocal arrangement.

I. ~~Long~~Long-Term Programs (one semester or longer)

A. Procedures for ~~In coming~~Incoming Foreign-~~International~~Exchange Students to Albemarle County Public Schools

~~A.~~ _____

~~1.~~ _____

~~1.~~ Procedures

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

~~, to the World Languages Lead Coach.~~

~~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.~~ The ~~After~~ committee review and initial approval, the World Languages Lead Coach shall forward the application ~~is then forwarded~~ to the appropriate principal for final determination of acceptance. The World Languages Lead Coach and principals are expected to ~~shall~~ consider the guidelines listed in Section 5a)-h), Guidelines, 2-a-1 below. ~~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, including payment of of 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 ~~requirements~~forms). ~~If approval is granted, then the~~The program representative ~~also will~~shall also provide ~~them~~the families 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. _____

3. _____ **5. Guidelines**

The following guidelines ~~will~~ shall be used by the Superintendent's Designee ~~Executive Director of Support Services and site school principals~~ in ~~when~~ considering enrollment of an international foreign-exchange student:

- a) _____ a) Applications and the required documentation must be ~~received~~ ~~by~~ submitted to the World Languages Lead Coach by June 1st for the fall semester and November 1st for spring semester.
- a) _____ b) The sponsoring organization must be accredited by the Council on Standards for International Educational Travel (C.S.I.E.T.).
- b) _____
- _____ c) A local exchange program representative ~~has been identified and accepts~~ ~~complete~~ 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, and school principal~~ of any significant changes in the student's environment. shall be identified and.
- _____ d) The student ~~is~~ 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~~ show the ability to maintain a 2.0 overall grade point average. Student's 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 ~~is~~ must be able to accept the financial responsibility for all school-related fees, such as athletic fees, lunch, a yearbook, and field trips.
- _____ d) ~~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.~~
- _____ g) Applicant approval will take into consideration ~~the~~ the number of students already approved from any ~~one~~ exchange program, ~~or~~

country, as well as ~~and the~~ availability of spaces ~~and classes in at~~ the designated school.

h) ACPS shall not award a diploma to international students under this policy.

a) _____

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.

e) _____ 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.

i) _____ 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.

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

~~13. 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.~~

~~15. 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.~~

~~17. 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.~~

B. Albemarle County Public School Students ~~Going~~Traveling to International Locations

Procedure 1. s

We recommend ~~A CPS~~ ~~Albemarle County Public Schools'~~ 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. It is suggested that s~~Students and their counselor should discuss course requirements that will be needed during their time abroad, **prior to departure**, ~~to with their counselor prior to departure in order to~~ ensure an on-time graduation upon return.

~~III.~~ II. ~~Short~~ Short-Term Programs (Less Than One (1) Semester)

A. Albemarle County Public Schools ~~Students Participating Going Abroad in Short Short-Term Foreign~~ International Exchange, Travel and/or Study Programs ~~Exchange/Travel/Study Programs~~

~~Procedures~~

1. ~~Each time an~~An Albemarle County Public Schools' employee who wishes to serve as a program representative and take ~~potential school approved~~ a student group wishes to participate in taking students to another country (or in hosting students from another country), ~~the program representatives/he~~ should first contact the ~~local school~~ principal. ~~Then, to~~ **To** initiate the international exchange, travel, and/or study program exchange/travel/study approval process, the Short Short Term Foreign International Student Exchange/Travel/Study/Program Application Form (IGAP E-2) ~~the program representative shall is submitted~~ the Short-Term International Student Exchange/Travel/Study/Program Application Form (IGAP E-2) to the site school principal. ~~With the principal's recommendation~~ **Upon approval**, the principal shall ~~form is forward~~ **the application formed** to the World Languages Lead Coach for approval, ~~who, in turn, shall or denial prior to submission~~ **it** to the Superintendent/Designee. Assistant Superintendent. ~~Forms Application forms should be submitted to the -Assistant Superintendent/Designee at least one (1) year prior to the travel date to in order to allow sufficient time -for [who??]~~ **Forms Application forms should be submitted to the Assistant Superintendent/Designee at least one (1) year prior to the travel date to in order to allow sufficient time -for** ~~to publicize the trip and for students to raise participation funds.~~

~~2. Guidelines~~ 2.

The following ~~guidelines will be used~~ **shall serve as guidelines** by the site school principal and the World ~~Languages Lead Coach in when~~ **in their consideration of** ~~considering~~ programs:

- a) The program's specific educational objectives and program parameters ~~are~~ shall be clearly stated and program structures are spelled out, noting specifying, among other things, the time balance between touring and studying.
- b) Recruitment processes, through family engagement and various

communications, including efforts that target a shall engage all students variety of students so to ensure that school demographics are represented by trip participants.

c) Fundraising efforts are required to be shall be conducted in a manner offered in order to that will provide equitable access for any interested student. The offerings made available by the school, with principal support, are clearly explained.

d) How the trip Describe the manner in which the trip fits within the context of a school's two-year international travel plan.

a)e) The credentials and specific contact information of the organization bearing legal responsibility for the exchange is are shall be clearly delineated, with documentation documented. It is important that parents know precisely with whom to deal should difficulties arise.

f) Program costs are clearly shall be delineated enumerated in detail.

e) Fund Raising efforts, if applicable, are clearly explained. Approval must be obtained before raising funds or publicizing the program.

g) Registration processes and detailed itineraries are must be provided.
 d) by the _____.

d) The financial stability of the organization, its general reputation, experience, safety record, past performance, and the adequacy of accident and medical coverage insurance provided have been determined. must be evaluated.

h) 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.

e)i) The nature and qualifications of Responsible teachers who will be giving instruction and/or direction are described specifically. They are to be shall be selected on the basis of based on their professional fitness for a particular assignment. Staff selection does not depend on recruitment of students by potential staff members. Adults Adult chaperones traveling and working with students overseas need specific

and relevant skills, understandings, and competencies for working with young people in an informal setting ~~are vetted~~ shall be carefully and critically examined in accordance with ~~through~~ 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.

~~Students are carefully screened and selected~~ Teachers shall conduct orientation meetings to prepare ~~S~~students ~~are carefully prepared~~ for the travel/study program ~~by responsible teachers through a series of orientation meetings~~ on the basis of their particular appropriateness for the travel study program. ~~Teachers may suggest that~~ Review ~~F~~families ~~y~~ considerations ~~the~~include includes the student's academic record, emotional stability, ~~y~~and maturity, and ~~d~~ suitability of 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 ~~in student selection~~ for students choosing to participate.

~~j)~~

~~f)~~ 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.

~~g)~~k) The sponsoring organization ~~shall~~ describes in clear detail ~~provisions and arrangements for its process for coping with~~ addressing illnesses, accidents, health emergencies, and ~~other unusual~~ exigent circumstances. Requirements for health and travel insurance are carefully detailed. ~~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 ~~Required health and travel insurance details are carefully outlined.~~ Additional ~~All additional~~ costs for which the parents may be responsible, should their children have to return before the end of the trip, ~~are explicitly stated~~ shall be enumerated.

~~l)~~ The sponsoring organization shall provide the names and contact information of references that ~~Opportunity is provided for~~ parents, students, and local educators ~~to~~ may contact to discuss their past experiences with the sponsoring organization and its programs. ~~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. Parent and student evaluations indicate that the~~

~~organization's program provides a meaningful educational experience.~~

~~m) Unauthorized statements asserting or implying that high school credit is to be granted for the program are not made. Conferral of high school credit, and the conditions under which that such credit might be obtained, shall be within the sole discretion of the ACPS, determined solely by the School Board.~~

h) _____

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

B. ~~In Coming~~ Incoming Short-Term International Exchange, Travel and/or Study Programs ~~Foreign Student Exchange/Travel/Study Programs~~ to Albemarle County Schools

1. ~~Procedures~~ Applicants shall follow the guidelines set forth in section II above. ~~In addition, incoming international exchange students~~

1. ~~Host families of international exchange students must meet the ACPS registration requirements~~

—Applicants should follow the procedures listed under II. A.1.

2. ~~Guidelines~~

2. ~~Applicants should follow the procedures listed under II. A.21. a 1. above. In addition, the host families of in coming incoming foreign international exchange students' host families must meet the ACPS registration requirements of the Albemarle County Public Schools (see School Board Policy JEC₂— School Admissions).~~

—Schools should plan to accommodate the logistics associated with incoming groups of students. In addition, For incoming groups, how the school plans to accommodate...

3.

Adopted: September 14, 2000
 Amended: September 23, 2004; March 12, 2015
 Revised: March/April 2019

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 ~~JEC School Admission~~

**LONG TERM FOREIGN-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 Foreign-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 Assistant Superintendent's 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 FOREIGNINTERNATIONAL
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: _____

Trip Organizer(s)/Teacher(s) : _____

Purpose of the Program/ Trip: _____

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~~
- ~~Fund Raising~~
- ~~g. Itineraries and registration procedures~~
- ~~Insurance Related Information (showing evidence of accident and medical coverage for the period of this program and related information)~~
- ~~h. Educational Objectives (including time balance between travel and study)~~
- ~~i. Qualifications of Teacher/teachers, and vetting process to be used for /Chaperones-chaperones Providing Instruction~~
- ~~j. Student Screening and Selection-preparation Criteria/Process/process~~
- ~~k. Contingency Plans-plans in Case-case of Illness/illness, Accident or Other Circumstances 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...

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

Principal Action: _____ Approved _____ Disapproved

Signature: _____ Date: _____

World Languages Lead Coach: _____ Approved _____ Disapproved _____ Date: _____

Assistant Superintendent Action: _____ Approved _____ Disapproved

Signature: _____ Date: _____