

**1. Rationale**

The Simcoe County District School Board (SCDSB) recognizes the importance and benefits of providing students with educational exchange opportunities. SCDSB values student exchange opportunities as they enhance a student's educational experience, personal growth, and expand cultural and global perspectives. Approved reciprocal international and Canadian exchange students are welcomed into SCDSB classrooms for a specified period of time.

Exchanges take place when a student registered with the SCDSB attends an exchange school (outgoing student) and the exchange student attends a SCDSB school (incoming student). Both students benefit from these reciprocal exchanges. Students involved in exchanges simply change places for a defined/specific period of time with each student hosted in the exchange school.

**2. Policy**

It is the policy of the SCDSB to support reciprocal exchange opportunities for both international students and for students from other Canadian provinces and territories. SCDSB may organize reciprocal student exchanges for a period not to exceed one year (12 months).

Incoming students must abide by current Citizenship and Immigration Canada study permit/student visa regulations. Outgoing students must follow the student permit regulations of the host country.

**3. Guidelines****3.1 Criteria**

3.1.1 There must be a written agreement between:

3.1.1.1 the SCDSB and/or the school of the SCDSB student and the school of the incoming student(s); or,

3.1.1.2 the SCDSB and the organization sponsoring the educational exchange program.

3.1.2 Exchange agreements and documents supporting reciprocity must be retained at the school for audit purposes.

**3.2 Responsibilities**

3.2.1 SCDSB will promote and support pre-approved exchange programs in collaboration with the SCDSB school administrators.

---

Page 2

3.3 Authorization

3.3.1 SCDSB maintains a list of pre-approved vendors organizing educational exchange programs.

3.3.2 All exchanges will be coordinated through the SCDSB International Student Program (ISP) office and the Admissions and Enrolment department, with the ISP office communicating with the host school.

3.4 Risk Management:

3.4.1 SCDSB will maintain an approved vendor list of exchange organizations. Applications from unauthorized exchange organizations will not be accepted.

3.4.2 The ISP office will ensure all completed documentation is met. Exchange students are pupils of the board, and the documentation is maintained at the school.

3.5 Incoming exchange students are subject to all Canadian and Ontario laws, as well as any applicable SCDSB guidelines and all school rules. Failure to comply may result in appropriate legal action and/or the requirement that the student return home immediately at the parent/guardian expense.

3.6 Outgoing exchange students are subject to laws of the host country and the guidelines and rules of the host school. Failure to comply may result in appropriate legal action and/or the requirement that the student return home immediately at the parent/guardian expense.

3.7 The SCDSB reserves the right to terminate the exchange with appropriate notification at any time at no expense to the board.

**4. Administrative Procedures**

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED JUNE 17, 2015  
REVISED MAY 23, 2018  
REVISED MAY 24, 2023**