

<b>Date of Issue</b>	March 2019
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<b>Subject</b>	<b>NATIONAL/INTERNATIONAL STUDENT EXCHANGES - GRADES 6-12</b>
<b>References</b>	<a href="#">APM A1061 - Field Trips</a> <a href="#">APM A2500 - Purchasing Procedures</a> <a href="#">APM A7050 - Admission of Students</a> <a href="#">APM A7220 - Volunteers</a> <a href="#">APM A7070 - Student Fees</a> <a href="#">APM A2502 - Expense Claims</a> <a href="#">Policy 4431 - Student Exchanges</a> Ministry of Education - <a href="#">Enrolment Registers Instructions for Elementary and Secondary Schools</a> <a href="#">Education Act Section 49</a> Ministry of Education - <a href="#">Ontario Schools Kindergarten to Grade 12: Policy and Program Requirements 2016 (OS)</a> Ministry of Education - <a href="#">Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools</a>
<b>Contact</b>	School Services

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## 1. Purpose

Through Policy 4431 - Student Exchanges, the Simcoe County District School Board (SCDSB) encourages educational exchanges when it is believed the exchanges are suitable for the SCDSB students and schools involved. It is the expectation of the board that reasonable measures will be taken to prevent risk or harm on school-sponsored student exchange programs. For this reason, an approved list of Vendor of Record (VOR) for student exchanges has been established.

SCDSB students who participate in an exchange program will benefit from the experience in ways which will enhance the student's learning and cultural competencies.

## 2. Definitions

2.1 A student exchange is a SCDSB student visiting another city/province/country to receive schooling and a reciprocal visiting student attending a SCDSB school within a two-year period.

### 2.1.1 Individual Reciprocal Exchange

A reciprocal exchange is between an individual SCDSB student and a student from another city/province/country. Typically the SCDSB student hosts the visiting student in their home and school for a specified period (i.e. three months), and the visiting student hosts the SCDSB student for a similar period, usually in the same school year. During each visiting period the visiting student enters into the normal routine of the host family and school, and special events are a part of the exchange. Visiting students to SCDSB schools are excused from paying tuition fees under the *Education Act*, section 49(7)(a).

### 2.1.2 Group Reciprocal Exchange

A reciprocal exchange occurs between a group of SCDSB students and a similar-sized group from another city/province/country. Typically the visiting students are billeted with families from the host group for a specified period (eg. one or two weeks). Visiting students to SCDSB schools are excused from paying tuition fees under the *Education Act*, section 49(7)(a) Ex. S.E.V.E.C. Refer to APM A1061 – Field Trips.

### 2.1.3 Service Club Exchange

These are not reciprocal for SCDSB student(s), but there is a reciprocal relationship between communities and sponsoring service clubs. These exchanges involve an indirect exchange of Ontario and foreign, students such as those sponsored by Rotary International. In these cases, students may come from multiple countries, not necessarily on a one-to-one basis, and not necessarily within the same school year. They might be thought of as reciprocal between communities. Typically these exchanges last a full school year and the visiting student(s) may be hosted by several local families during that time. Visiting students to SCDSB schools are excused from paying tuition fees under the *Education Act*, section 49(7)(a).

### 2.1.4 Non-Reciprocal Individual or Group Experiences

#### 2.1.4.1 Outgoing

These are non-reciprocal short stays and are considered a field trip, covered by APM A1061 – Field Trips for outgoing SCDSB students.

#### 2.1.4.2 Incoming

Incoming students are considered visitors and are required to pay fees as this is not considered an exchange. All incoming students should be referred to the International Student Program for admission to the SCDSB system. Refer to APM A7050 – Admission of Students.

## 2.2 Student/Family Initiated Exchanges

These exchanges are solely initiated, organized and implemented by the student and parent/guardian with non-approved SCDSB organizations. If a foreign student wishes to attend a SCDSB school, they must register as an international student through the International Student Program (ISP) office and pay the associated tuition fees. SCDSB assumes no responsibility for these exchanges and the incoming reciprocal student(s) will not be accepted by SCDSB schools.

### 3. Registration and Fees

- 3.1 The principal shall ensure that students participating in an educational exchange program between school boards or other educational authorities six months or greater in duration, and in accordance with clause 49(7)(a) of the *Education Act*, are recorded in the register as follows:
  - 3.1.1 the student leaving to go on an exchange must be shown as a “retirement.” The date of the retirement is the day following the last day on which the student attended their home school;
  - 3.1.2 the student admitted to the school must be enrolled as a regular “external admission”, and is considered to be a student of the board for the duration of their stay at the Ontario school; and,
  - 3.1.3 every effort must be made to have the student in attendance on count dates (Oct. 31, March 31).
- 3.2 Where the duration of an educational exchange program is a period of five months or less and each side of the exchange occurs within the same school year, the school principal at their discretion, may record the students as follows:
  - 3.2.1 the student leaving the school to go on the exchange remains on the register for the duration of the exchange;
  - 3.2.2 the student admitted to the school is not entered on the register for the duration of the exchange. This student must not be charged a tuition fee; and,
  - 3.2.3 all exchange students need to be entered into the Student Information System (SIS) for safety and attendance records.
- 3.3 Section 49(6) and (7) of the *Education Act* requires boards to charge tuition fees for foreign students except where there is a reciprocal exchange. This reciprocity does not have to occur within the same school year but it must occur within the succeeding school year. However, there must be actual or potential student reciprocity and each company or agency must meet the reciprocity criteria.
- 3.4 Any shortcomings in reciprocity would be covered by the contract with the exchange companies, which would require that outstanding tuition fees are paid.

### 4. Exchange Organization Purchasing Procedures

- 4.1 A Request for Supplier Qualifications (RFSQ) will be established and a list of VOR created, provided vendors continue to qualify. This list will be approved and maintained by the purchasing department. All SCDSB staff are required to use this list when initiating board sponsored exchanges.
  - 4.1.1 Refer to APM A2500 - Purchasing Procedures to ensure employees do not benefit personally from the board’s purchase of goods/services.
- 4.2 Approved vendors will be required to provide proof of the following documents including but not limited to:
  - 4.2.1 a minimum of \$5 million Commercial General Liability Insurance is required, listing the SCDSB as an additional insured. A certificate of insurance shall be provided with the contractual agreement and at each annual renewal for as long as exchanges continue with the organization;

- 4.2.2 a contractual agreement including a cancellation policy for pandemic, war, insurgence or upset;
- 4.2.3 an appropriate admission procedure regarding reciprocity and tuition;
- 4.2.4 a completed exchange student application form;
- 4.2.5 parental consent forms to identify and detail potential activities and risks involved for school trips, etc;
- 4.2.6 health insurance for travelling in Canada, specifically in Ontario is required for each student coming to a SCDSB school; and,
- 4.2.7 Criminal Background Checks, Vulnerable Sector Screening and Pardoned Sex Offender validation is required for all members of the host family currently 18 years of age and older.

## **5. SCDSB Responsibilities (In Relation to the Student Exchange Process)**

The International Student Program office will facilitate all student exchanges in coordination with the school exchange liaison person who will be the principal or designate at each school. The following duties will be the responsibility of the identified individual(s):

- 5.1 Supervisory Officer
  - 5.1.1 Supervisory authority for exchange information or issues.
  - 5.1.2 Appoint Exchange Coordinator.
  - 5.1.3 Support Exchange Coordinator.
- 5.2 Exchange Coordination Services - delivered by International Student Program office, Adult and Continuing Education
  - 5.2.1 Remain informed about exchange opportunities available to SCDSB students and share information with staff within the system as appropriate.
  - 5.2.2 Issue student exchange Request for Proposal as per section 4.1.
  - 5.2.3 Exchange information between approved outside organizations and the school liaison principal.
  - 5.2.4 Facilitate feedback from SCDSB participants.
  - 5.2.5 Notify area superintendent, principal and admissions and enrolment department of students leaving and arriving.
  - 5.2.6 Ensure commercial liability insurance is on file.
- 5.3 School Exchange Liaison Person (principal or designate)
  - 5.3.1 Publicize approved exchange opportunities within the school.
  - 5.3.2 Assist potential exchange applicants to make informed decisions about their own readiness for an exchange experience.
  - 5.3.3 Assist exchange applicants in preparing their applications as necessary.
  - 5.3.4 Inform the principal about exchange plans and timelines.
  - 5.3.5 Advise SCDSB employees that they are not to benefit personally from the approved organization (other than expenses related to the cost of the trip). Refer to APM A2500 – Expense Claims.

**6. School Procedures**

- 6.1 Prior to the approval of all SCDSB student exchanges arranged through an exchange organization, the organization's forms must be signed by the principal.
- 6.2 The principal may receive an application package from the International Student Program office prior to the approval and enrolment of incoming exchange student(s).
- 6.3 Placement of the visiting student in courses and grade levels is at the discretion of the principal or designate.
- 6.4 Refer to section 3 regarding the admissions and demissions of students into the SCDSB student information system.
- 6.5 Refer to the following Ministry of Education documents for determining credit equivalencies and requirements:
  - 6.5.1 Ontario Schools Kindergarten to Grade 12: Policy and Program Requirements 2011 (OS); and,
  - 6.5.2 Prior Learning Assessment and Recognition (PLAR): Implementation in Ontario Secondary Schools.

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***Issued under the authority of the Director of Education***