1. Purpose

1.1. To establish the policy for exchange programs for international students to visit Fauquier County Public Schools and for Fauquier County Public School students to visit other countries through overseas study travel programs.

2. Approval of Exchange Programs for International Students to Attend Fauquier County Public Schools

2.1. The division superintendent or a designee may grant approval to enroll students under the sponsorship of an approved international exchange program who would live with a host family in Fauquier County. Exchange students will attend the high school in the designated school zone according to their host family’s address.

2.1.1. Review of Program - Exchange programs for international students to attend Fauquier County Public Schools may be approved after review of required credentials by the Superintendent or designee. Such credentials should include but not be limited to full information about the program, including credentials of organizations or individuals involved, costs, fund raising, itineraries, insurance, experience of other school divisions, and Council on Standards for International Educational Travel (CSIET) approval. Each approved program must have a Local County representative who bears responsibility for the program and its participants. International exchange student programs must be approved at least six (6) months prior to the request for the enrollment of specific students. Waivers of this time restriction may be submitted to the Superintendent or designee for consideration if space is available in the program.

2.1.2. Placement of Exchange Students Participating in Approved Programs - Placement of an international exchange student in a specific school must be approved by the principal and division superintendent or designee. Approval by the school division of an exchange program does not automatically guarantee enrollment for its students. A school may accept the exchange student after determining: that the student is proficient in English; will participate in the general curriculum; that the appropriate curriculum offerings for the student are available in the school; and that an overcrowded situation is not aggravated. Fauquier County Public Schools will only grant a certificate of attendance to international exchange students. Fauquier County reserves the right to limit the number of exchange students accepted.

2.1.3. Before a student is accepted, the exchange program local representative must obtain permission to enroll the student in the high school using the following guidelines:

2.1.3.1. The international exchange program representative submits an application for program approval to the Superintendent or designee.

2.1.3.2. Approved program representative contacts the faculty coordinator at the high school in the host family’s school zone with applications for possible exchange student candidates.

2.1.3.3. The faculty coordinator reviews the applications and makes a recommendation to the building principal.

2.1.3.4. The principal approves the recommendation for the student(s) to enroll or participate in the exchange visit and forwards the recommendation to the division superintendent or designee.
2.1.3.5. The division superintendent or designee makes a final determination as to the acceptance of the individual student(s) for enrollment and shall notify the principal. The division superintendent reserves the right to cancel the program if necessary.

3. Approval of a Specific Study/Travel or Exchange Program which Involves Fauquier County Public Schools Students Traveling to Another Country

3.1. Sponsored Programs

3.1.1. Approval of an exchange program for international students to attend Fauquier County Public Schools does not automatically guarantee approval for Fauquier County Public School students to participate in a reciprocal exchange of overseas study/travel program.

3.1.2. Before a school may participate in any international exchange program, the approval of the division superintendent or designee must be obtained. A separate approval by the Superintendent or designee is required each time a school-sponsored student group wishes to participate in a new student/travel exchange program. International or overseas study/travel programs in which students may engage on their own without official sponsorship by the school shall not be approved by the school study/travel programs and are the sole responsibility of the student and the parent.

3.1.3. Requests for approval of international exchange or overseas study/travel programs should be submitted through the principal to the Superintendent or designee at least three (3) months in advance, using the following guidelines:

3.1.3.1. The program representative will contact the building principal for permission to take student(s) to another country.

3.1.3.2. The principal will make a recommendation and forward the recommendation to the Superintendent or designee.

3.1.3.3. The division superintendent or designee will make a final determination as to the acceptance of the student trip and shall notify the principal.

3.1.4. Such requests should be accompanied by full information about the program including credentials of organizations or individuals involved, costs, fund raising, itineraries, insurance, experiences of other School Divisions, and may include approval by the Council on Standards for International Educational Travel. The Superintendent’s approval must be obtained before raising funds or publicizing a program.

3.1.5. The program shall be undertaken to achieve sufficiently valid educational objectives to warrant support by the school. In the case of special activity groups, care should be taken to avoid excluding students from participating in the program for economic reasons. Tours organized primarily for the purpose of summer or holiday trips are available commercially and should not be sponsored by the school.

3.2. Programs Not Sponsored by Fauquier County Public Schools

3.2.1. Participation by schools and school personnel in international exchange or overseas study/travel programs which are not sponsored by Fauquier County Public Schools is restricted as provided in the following guidelines:
INTERNATIONAL EXCHANGE AND OVERSEAS TRAVEL/STUDY PROGRAM

3.2.1.1. School participation is limited to posting bulletins and making brochures available through the main office or sponsoring teacher.

3.2.1.2. School personnel may not recruit students, collect fees, or accept applications.

3.2.1.3. The school name shall not be used in any literature or promotional activities.

3.2.1.4. No group of students may be formed or meet during the school day for the purpose of planning, conducting, or facilitating a non-approved program or tour.

3.2.1.5. School personnel who engage in such activities apart from their positions with the School Division shall be familiar with current policies and regulations regarding conflict of interest and be particularly careful not to receive a gift, loan, gratuity, favor, or services of economic value that might reasonably be expected to influence one in the discharge of duties.

3.2.1.6. School Board liability insurance shall not provide protection for activities which are not approved and sponsored by Fauquier County Public Schools.

3.2.1.7. All School Division professional leave conditions will apply.