

# ADMINISTRATIVE PROCEDURES

**SUBJECT: Student Exchanges**

**NOTE:** AD-PR-224-03 governs International students not attending on a sanctioned exchange.

All student exchanges supported by the Lambton Kent District School Board shall be reciprocal in nature and, normally, fall within the same school year, being September to August of each year. The Exchange Agency/Group must have been in contact with the office of the Director of Education and have an approved, current, Reciprocal Agreement with the Lambton Kent District School Board. A Reciprocal Student Exchange Form (Appendix A) must be completed by the Exchange Agency for each exchange student prior to registration, as well as all documentation outlined on the Student Exchange Document Checklist (Appendix B).

## **STUDENT ADMISSION**

Before entering into reciprocal student exchanges, school officials must ensure that the exchange agency is a member on the pre-approved list of exchange agencies and that all necessary documentation is complete. In February/March of each year the office of the Director of Education will supply all secondary schools with a list of approved agencies for the following school year that have a Reciprocal Agreement with LKDSB. It will also supply the name and information of a local contact for each agency.

International students, whose primary purpose for the exchange is attendance at a Canadian school for six (6) months or more, are required to have a Study Permit form issued by Citizenship and Immigration Canada. Student exchanges for six (6) months or less do not require a Study Permit. The application process is identical to all other international students wishing to study in Canada but they do not pay tuition fees.

## **School Responsibility**

School staff that has any role in the student admission process is expected to have a thorough understanding of this procedure and to govern the exchange process as sequenced in the Student Exchange Document Checklist (Appendix B).

**Required Items / Verifications by Host School**

1. Verified that Exchange Agency is on the current Lambton Kent District School Board approved Exchange Agency List. – **Required before any further steps are taken.**
2. LKDSB Reciprocal Student Exchange Form (Appendix A) --To be completed in FULL by Exchange Agency prior to registration. **School to fax a copy of the completed form to the Office of the Director at 519-354-7191.**
3. Application for Student Admission International/Out-of-Province Student Exchange has been completed. (Appendix C) (For School Use/File ONLY) Items that must accompany application for student admission are:
  - a) Copy of Birth Certificate/Passport
  - b) Letter of Endorsement - From the Principal or Headmaster of the student's home school, indicating permission for and supporting the student's participation in the exchange, and indicating the student's academic capability and appropriateness for the exchange experience.
  - c) Public Health Units requirements are completed: Immunization Records: A Guide for International Students.
  - d) Medical Certificate - Signed by Doctor indicating that the student is in good health.

**Eligibility**

The exchange program is for students in their second or third year of secondary school and have less than 24 credits when applying. Students will be expected to provide a report to their school upon completion of the exchange. The report may be a verbal or media presentation to the school body, to the administration of the school or Board. Exceptions require the approval of the Director of Education.

**CREDIT RECOGNITION FOR EXCHANGE STUDENTS****Description of Three-Month Language Exchange Programs**

The Lambton-Kent District School Board works with not-for-profit organizations to offer students the opportunity to participate in three-month exchanges during the school year. Reciprocal exchanges are available with students from European nations, Central America, Mexico and Quebec.

Visiting students arrive in Ontario in August and depart approximately three months later. Ontario exchange students depart in mid-February and return in mid-May. Inbound students are to be put on the school roll for the full duration of their stay, and subsequently outbound students should be taken off the roll for the duration of their time away.

While on their exchanges, Ontario students must attend school full time. A full timetable reflecting their needs, interests and abilities is developed for them at their

partner's school. Similarly, visiting students attend classes in LKDSB schools during their stay in Ontario.

Both Ontario and visiting students receive reports from their exchange school outlining their attendance, effort and participation, and achievement in each subject studied during their exchange.

### **Credit Recognition**

Students participating in language exchanges receive a full-year timetable in their Ontario school, generally opting for compulsory courses in the first semester and electives in the second. During the second semester, they attend classes for two to three weeks prior to their departure in the third week of February, and following their return in mid-May; they attend classes again for about a month until classes end in June.

Since students will be attending school in the country they are visiting, each student will be granted four (4) equivalency credits for elective courses to acknowledge the education experience that has been gained through the international exchange.

Students wishing to opt for a combination of equivalency credits and subject-specific credits may do so. For example, a student may complete the course requirements of one course in order to be granted that specific credit and in addition be given three equivalency credits. Students wishing to work toward subject specific credits must fulfill the requirements of the course as agreed upon with their teacher at the beginning of the course and complete the Exchange Students' Student-School Agreement (Appendix D).

The responsibilities of the students and the procedures for credit recognition are to be clearly presented to students and parents in exchange information materials and sessions held prior to the beginning of the exchange.

### **Credit Recognition for Longer-Term Exchange Programs (Appendix E)**

It is understood that one or two semesters of study and experience on a longer-term exchange program results in significant learning that is worthy of recognition on an Ontario School Transcript.

It is also understood that there can be significant differences in the scope and depth of academic experiences encountered by each individual on such exchanges.

The cultural learning gained on such an exchange is recognized by the granting of four (4) equivalent credits per semester, when the student re-registers in his or her Ontario school.

In assigning such credits, use is to be made of procedures found in this report for Trillium.

The granting of credits for cultural learning is to be done in the context of clearly facilitating constructive support toward post-secondary goals. Decisions regarding the assignment of these credits are to be made by September 30 and communicated to the student involved in the form of a transcript that includes the equivalent credits assigned. Exchanges of one semester in duration reflect the same principles, but provide two credits to recognize cultural learning, and eligibility for up to two credits to recognize academic achievement.

### **Exchange Student Eligibility for School Awards**

Exchange students who participate in the unique learning experience of an exchange program shall not be deemed ineligible for recognition in local school awards programs as a consequence of such participation; students engaging in exchange programs shall have equal opportunity to receive school awards for which they would have been otherwise eligible. \*

**\*Exception** In the case of awards applicable to achievement in a specific academic year, the student on a one-year exchange who completes no courses in the home school during that year shall be ineligible for such awards.

For attendance purposes, students on exchanges shall be treated as if in full-time attendance at the home school in determining eligibility for awards.

For the calculation of averages for academic awards, the following will apply:

1. Students who complete one semester of study in the home school shall have the average for that academic year determined by using the average from the semester of actual study in a LKDSB school.
2. Students who are on exchange for a full year shall have averages for cumulative academic awards (i.e. honour standing for 4 or 5 straight years) calculated on marks achieved while in attendance, as if the year had not been missed.

### **Procedures for Exchange Students' Credits in Trillium**

#### **Withdrawing and re-activating:**

1. When a student leaves for his/her exchange, the student is withdrawn. (This actually leaves the students and all of their information on the Trillium system for future re-activation.)
2. When the student returns, he/she is re-admitted to the school with his/her original courses.

#### **Report Card Cycle**

For report card purposes, these original courses will be assigned a final mark of NR and no credit will be assigned.

**Moving Courses to History**

After report cards but before final marks are moved to history the following steps are to be taken:

1. The original courses are to be removed from the student record. They are not to be reported for full disclosure purpose.
2. Proceed with the move to history.
3. A QEE course equivalent is to be added to the student's history with a total of 4 in most situations.

These steps should ensure that exchange students will receive their original courses on their report card but will, in the end, get a QEE equivalent course attached to their history and will only see this on their transcripts.

Implementation Date: March 8, 2000

Revised: April 2005, April 2006, April 2007, February 2016

Reference: Policy and Regulation



To be completed in **FULL** by Exchange Agency prior to registration.

**RECIPROCAL STUDENT EXCHANGE FORM**  
(School to Fax this completed form  
To Office of the Director at 519-354-7191)

<b>STUDENT IN</b>		
Exchange Student Surname/Family Name	Given Names (underline name used)	Date of Birth:  Year      Month      Day
Home Country of Origin:		Gender: Male: <input type="checkbox"/> Female: <input type="checkbox"/>
LKDSB. School you are seeking admission to:		LKDSB School Official:
Assigned LKDSB School Address:		Date Signed:  Year      Month      Day
Telephone:	FAX:	
Exchange Duration:  <input type="checkbox"/> 1 Month <input type="checkbox"/> 3 Month <input type="checkbox"/> 2 Month <input type="checkbox"/> 1 Year <input type="checkbox"/> Other _____		Exchange Start Date:      Year      Month      Day  Exchange End Date:      Year      Month      Day
<b>STUDENT OUT (Please ✓ check) →</b>		
<input type="checkbox"/> <b>YES (Fill in information below.)</b> <input type="checkbox"/> <b>NO STUDENT OUT (Refer to AD-PR-224-03)</b> <input type="checkbox"/> <b>If NO, has Tuition been paid &amp; Receipt viewed.</b>		
LKDSB Surname/Family Name	Given Names (underline name used)	Date of Birth:  Year      Month      Day
LKDSB Home School:		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Country / Destination of Exchange:		LKDSB School Official:
Signature of LKSAB School Official:		Date Signed:  Year      Month      Day
Exchange Duration: (Indicate Specific dates at the right → )  <input type="checkbox"/> 1 Month <input type="checkbox"/> 3 Month <input type="checkbox"/> 2 Month <input type="checkbox"/> 1 Year <input type="checkbox"/> Other _____ (i.e. ISE Experience Canada)		Exchange Start Date:      Year      Month      Day  Exchange End Date:      Year      Month      Day
Out-of-Country Assigned School &Address:		
Telephone:		FAX:
<b>STUDENT EXCHANGE AGENCY</b>		
Name of Exchange Agency & Local Representative:		Address:
E-mail:		Telephone:      FAX:
<b>Reciprocal Agreement:</b> The agency stated above agrees to abide by the agreement and terms, as set out in the Education Act and will ensure that over the prescribed period, the number of students coming into the Lambton Kent District School Board will balance with the number of Lambton Kent District School Board students studying abroad.		
Signature of Representative		Date Signed:  Year      Month      Day



## STUDENT EXCHANGE INTERNATIONAL/OUT-OF-PROVINCE DOCUMENT CHECKLIST

(Form for School Use Only)

20\_\_ - 20\_\_

Student Name *(Please Print)*: \_\_\_\_\_

<b>REQUIRED ITEMS / VERIFICATIONS BY HOST SCHOOL</b>	
<input type="checkbox"/>	Verified that Exchange Agency is on the current Lambton Kent District School Board approved Exchange Agency List. <b>(Required before any further steps are taken.)</b>
<input type="checkbox"/>	LKDSB <u>Reciprocal Student Exchange Form</u> (Appendix A) <i>(To be completed in <u>FULL</u> by Exchange Agency prior to registration.)</i> <b>(School to Fax Copy to Office of the Director at 519-354-7191)</b>
<input type="checkbox"/>	<u>Application for Student Admission International/Out-of-Province Student Exchange</u> has been completed. (Appendix C) <b>(For School Use/File ONLY)</b>
<b>ITEMS THAT MUST ACCOMPANY THE ABOVE APPLICATION FOR STUDENT ADMISSION</b>	
Must accompany Application for Student Admission	<input type="checkbox"/> Copy of Birth Certificate/Passport.
	<input type="checkbox"/> Letter of Endorsement – From the Principal or Headmaster of the student's home school, indicating permission for and supporting the student's participation in the exchange, and indicating the student's academic capability and appropriateness for the exchange experience.
	<input type="checkbox"/> Public Health Units Requirements Are Completed – Immunization Records: A Guide for International Students.
	<input type="checkbox"/> Medical Certificate – Signed by a Doctor indicating that the student is in good health.

## Application for Student Admission

(For School Use/File ONLY)

### International/Out-of-Province Student Exchange 20\_\_ - 20\_\_

#### STUDENT / APPLICATION SECTION – PLEASE COMPLETE

Student Surname/Family Name	Given Names (underline name used)	Gender Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Country of Birth
Canadian Address:		Date of Birth:	
Street:		Year      Month      Day	
P.O./R.R.:		Canadian Telephone Number:	
City/Town:                      ON    P/Code		Citizenship:	
Current Address If Different Than Canadian Address:		Other Applicant Information:	
Street:			
P.O./R.R.:			
City/Town:                      Country:			

#### PARENT SECTION (*Home Country*) – PLEASE COMPLETE

Father's Full Name	Father's Telephone Number(s): Home: Work:                      Ext.: Cell:
Mother's Full Name	Mother's Telephone Number(s): Home: Work:                      Ext.: Cell:
Address of parents, or parent, with whom the student resides:	E-mail Address(es):
Street:	
P.O./R.R.:	
City/Town:                      Country:	

#### HOME STAY SECTION (*Local*) – PLEASE COMPLETE

Home Stay Contact Name:	Home Stay Contact Telephone Number(s): Home: Work:                      Ext.: Cell:
Address:	E-mail Address(es):
Street:	
P.O./R.R.:	
City/Town:                      ON              P/Code:	
Signature of Parent / Home Stay Contact:	Today's Date  Year      Month      Day





(For School Use/File ONLY)



Lambton Kent District School Board  
Student Achievement Community Success

**LKDSB OUTBOUND STUDENT – 3 MONTH SCHOOL AGREEMENT**

This agreement is between \_\_\_\_\_ (student) and \_\_\_\_\_ (name of teacher and school) in \_\_\_\_\_ (subject) for the 20\_\_ - 20\_\_ school year.

**STUDENT**

Since I, \_\_\_\_\_ (student) will be participating in the Ontario \_\_\_\_\_ (name of Exchange Program) Student Exchange Program and I will be absent from classes at \_\_\_\_\_ (school) from \_\_\_\_\_, 20\_\_ (departure) to \_\_\_\_\_, 20\_\_ (termination date of Exchange Program).

I shall attend this class regularly during the time that I am not on the exchange. I shall participate fully and complete all assignments given during this time. I understand that I may be granted one credit based on the successful completion of assignments and expectation outlined below by the teacher.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TEACHER REPORT**

Work to be completed in order to earn a credit in this course.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

For School Use/File ONLY



## LKDSB OUTBOUND STUDENT – FULL YEAR SCHOOL AGREEMENT

This agreement is between \_\_\_\_\_ (*student*) and  
\_\_\_\_\_ (*LKDSB school*)

for the school year \_\_\_\_\_.

Name of Exchange Agency: \_\_\_\_\_

Name of Agency Contact: \_\_\_\_\_

Name of Exchange School: \_\_\_\_\_

Name of City and Country of Exchange: \_\_\_\_\_

### STUDENT AGREES TO:

- Enroll in a program of study at an educational institution in the host country
- Be of regular attendance at the education institution for the duration of the exchange
- Provide the home school with a report card or equivalent document from the educational institution
- Present a report on the reciprocal exchange experience per eligibility requirements.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_