

Purpose/Background

Rocky View Schools supports reciprocal exchange opportunities for both international students and for students from other Canadian provinces. In accordance with Alberta government policies, Alberta Education has established interprovincial and international agreements.

Rocky View Schools will only consider reciprocal exchanges facilitated through Alberta Education, the Alberta Teachers' Association or those international exchange programs identified on Alberta Education's exchange website that last for a maximum of one year.

Procedures

1. Student Exchanges

- 1.1. An "Application for Alberta Education Approval for Reciprocal Student Exchange" must be completed and approved by Alberta Education.
- 1.2. Student exchanges are limited to students in grade 10 to 12 only.
- 1.3. Students who are part of an approved reciprocal student exchange, may attend a school in Rocky View Schools if:
 - 1.3.1. the exchange is approved by both the principal of the host school and the Associate Superintendent of Schools or designate; and
 - 1.3.2. the Alberta Education Reciprocal Student Exchange Approval form has been completed and signed off by all parties; and
 - 1.3.3. evidence has been provided to the principal that the student is covered by health insurance for the duration of the exchange; and
 - 1.3.4. evidence has been provided to the principal that the student has the appropriate visa / immigration documentation; and
 - 1.3.5. evidence has been provided to the principal that arrangements have been made by the exchange organization for local custodianship of the student.
- 1.4. Rocky View Schools' staff are not responsible for the arrangement of nor the vetting of the appropriateness of the local host/custodian for the exchange student.
- 1.5. Rocky View Schools makes no guarantee about the suitability of the local host; housing condition nor services to be provided to the incoming exchange student beyond the education services provided directly by Rocky View Schools.
- 1.6. The incoming school principal will ensure all of the following:
 - 1.6.1. the student is registered in the student information system;
 - 1.6.2. the incoming exchange student is appropriately evaluated for assignments, marks and/or high school credits while they are with a division school;
 - 1.6.3. to support and encourage integration of the exchange student into the school community;
 - 1.6.4. to maintain communication with the exchange student's custodian as they would with every other student; and

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- 1.6.5. contact the Associate Superintendent - Schools to address emergent issues and concerns as early as possible.
 - 1.7. Incoming exchange students must adhere to all of the following:
 - 1.7.1. are subject to Rocky View Schools' administrative procedures, all school rules, all Canadian and Alberta laws, including the Education Act;
 - 1.7.2. acknowledge that failure to comply may result in appropriate legal action and/or the requirement that the student return home immediately at their parents' expense;
 - 1.7.3. must participate fully in the academic program, attend classes, be diligent about working on their studies; and
 - 1.7.4. pay associated school fees like those of their non-exchange peers pro-rated to their duration in the host school.
 - 1.8. It is the responsibility of the parents and the exchange organization to determine whether or not the outgoing RVS student is a suitable candidate for exchange.
 - 1.9. Outgoing RVS students participating in an approved reciprocal exchange must complete the Release and Waiver for Student Exchange Travel Release and Waiver of Liability Agreement.
 - 1.10. It is the responsibility of the exchange organization to become aware of and operate within the parameters of the Rocky View Schools' regulations, policies and expectations. In addition, the organization must:
 - 1.10.1. establish and maintain ongoing communication with Associate Superintendent – Schools before promoting and advertising student exchanges within the district;
 - 1.10.2. undertake reasonable efforts to ensure that the students and their parents have a clear understanding of the expectations for attendance, behaviour and engagement within division schools;
 - 1.10.3. arrange for homestays for the students;
 - 1.10.4. require appropriate medical, accident and insurance coverage for the duration of the exchange;
 - 1.10.5. assist with other details related to travel and cultural experiences;
 - 1.10.6. ensure the exchange student's custodian is aware of their responsibility including local school responsibilities; and
 - 1.10.7. ensure the incoming and outgoing students have the appropriate study visas.
2. Visiting Students
- 2.1. Visiting students may be permitted to visit a school if, in the principal's discretion, the visit is fully compatible with:
 - 2.1.1. the normal operation of the school;
 - 2.1.2. the availability of resources at the school;
 - 2.1.3. the classes the student proposes to attend; and
 - 2.1.4. the visit does not exceed 10 consecutive school days.
 - 2.2. In addition to the conditions in this regulation the principal may impose any conditions they consider appropriate relating to the student's visit in a school.



- 2.3. Visiting students are not registered students of Rocky View Schools and will not be evaluated for assignments or marks or high school credits.
- 2.4. Visiting students and their parents/guardians must agree to be subject to Rocky View Schools' administrative procedures and all school rules.
- 2.5. Visiting students must provide evidence to the principal that the student is covered by health insurance for the duration of the visit.

Reference:

- Alberta Education Student Exchange Website - <https://education.alberta.ca/exchange-programs>

