

**GREENWICH PUBLIC SCHOOLS**  
Greenwich, Connecticut

---

**Policy E-002 - WHOLE STUDENT DEVELOPMENT**

**Procedure E-002.4 – TRAVEL AND EXCHANGE PROGRAMS**

---

**Foreign Exchange Students Attending Greenwich Public Schools**

The Greenwich Public Schools recognize the value of foreign exchange programs for students. This unique opportunity to experience the culture of another country can be an effective and memorable learning experience for students.

In order to insure that students coming into the Greenwich school system from another country as foreign exchange students have a positive experience, the following guidelines have been developed.

1. The Superintendent reserves the right to determine, on an individual basis, if a foreign exchange student may or may not attend public school in Greenwich.
2. Advance notice must be provided to the school prior to the finalization of arrangements to accept an exchange student. Exchange organizations sponsoring students must be approved by the Council on Standards for International Educational Travel and/or the National Association for Secondary School Principals.
3. The decision to accept a foreign exchange student into a Greenwich public school shall rest with the building principal who will take into account such factors as space, appropriateness of placement, etc. Exchange organizations must be approved by the Council on Standards for International Educational Travel and/or the National Association for Secondary School Principals.
4. It is understood that foreign exchange students shall not be eligible for a Greenwich High School diploma, but may be given a certificate of attendance for the period of time in Greenwich and may participate in graduation ceremonies if appropriate.
5. Agencies, groups and/or families sponsoring foreign exchange students in Greenwich should submit health and educational records to the school they would like the student to attend as early as possible. These records will be a factor in the decision regarding attendance.

6. The name and telephone number of the sponsoring agency/representative must be on file in the school before the school year begins.
7. All living arrangements for foreign exchange students are the responsibility of the sponsoring agency and families. This includes changes in living arrangements after the student has arrived and throughout his/her stay. Neither the Greenwich Board of Education nor any of its employees will assume responsibility in this area.
8. Foreign exchange students are subject to the same academic and behavioral standards as all other students while enrolled in Greenwich schools.
9. The district will provide the most appropriate program available for each foreign exchange student, but should not be expected to offer English As A Second Language Services or to make special accommodations that would cause the school to exceed class sizes or teacher loads.

### **Greenwich Students Participating in Foreign Exchange Programs**

Any Greenwich student planning to attend school in a foreign country as an exchange student, shall, prior to leaving, request permission from the school headmaster/headmistress to have course work completed in the foreign country approved for transfer of credit. The student must work closely with his/her guidance counselor to determine which courses are eligible for credit from the exchange school to the Greenwich public school. The headmaster/headmistress or principal of the Greenwich school will make the final decision concerning credit transfers and the weight (if any) such courses hold in determining the grade point average.

Students who do not bring a transcript with them at the time they register for their courses upon their return will resume their education at the grade level/graduation requirements status at which they were on at their departure.

Procedure Revised – September 2005