

EXCHANGE PROGRAMS

INTRODUCTION

The student Exchange Program is designed to expand vocational training opportunities for students desiring programs not offered at their respective school. The success of the program is based upon the following criteria:

1. Reserved enrollment positions are annually determined in identified vocational programs.
2. Close communications are maintained between exchanging schools.
3. Students selected to participate are aware of their responsibilities.

ENROLLMENT PROCEDURES

A Guidance Counselor in each school serves as the “exchange” coordinator to identify students and to initiate the process with the counselor at the school where the program is located. To confirm enrollment, an Exchange Enrollment Agreement must be completed and forwarded to the Vocational office.

1. The **SENDING SCHOOL** counselor should complete the **EXCHANGE ENROLLMENT AGREEMENT** and forward to the **RECEIVING SCHOOL** counselor for approval. Signature of approval by the receiving school counselor indicates that the student is officially accepted and enrolled for the next school year.
2. Upon receipt of the **EXCHANGE ENROLLMENT AGREEMENT** from the **RECEIVING** school, the sending school shall complete the **STUDENT EXCHANGE AGREEMENT** by obtaining all signatures.
3. When all signatures have been obtained, copies of the agreement should be forwarded as follows:

Original: Sending School

Copies: Receiving School, Student, FCAVC Offices

NOTE: It is very important that the FCAVC Office receives a copy of the transaction to verify accurate enrollment reporting to the state.

EXCHANGE PROGRAMS, CONT...

TRANSPORTATION

The transportation needs of students participating in the exchange plan shall be determined by each LEA.

DISCIPLINE

1. Each exchange student will follow all rules of the receiving school. Failure to conform will place the student in jeopardy of further participation.
2. Students who are expelled from the sending school are also terminated from the receiving school.
3. Students terminated from the receiving school become the responsibility of the sending school.

VARIANCE IN SCHOOL CORPORATION CALENDARS

Students are expected to attend all enrolled classes regardless of differences in school calendars.

TUITION

A fee will be assessed to the **SENDING SCHOOL**, payable to the **RECEIVING SCHOOL**, for each **EXCHANGE STUDENT**. This amount is determined in accordance to the Cooperative Agreement.

EXCHANGE PROGRAMS POLICIES

VARIANCES IN SCHOOL CALENDARS

Students enrolled in vocational programs located in another high school will follow the calendar of the school where the program is offered.

ATTENDANCE

It is imperative that communication occur when a student is absent. If a student is absent from the sending school, the receiving school should be notified. Also, if the student is absent from the receiving school, immediate notification to the sending school should occur.

DISCIPLINE

Students are expected to follow all rules of the school where the program is located. Any student suspended by the receiving school becomes the responsibility of the sending school (THIS SHOULD BE PRECEDED BY COMMUNICATION BETWEEN THE TWO SCHOOLS). Students suspended or expelled by the sending school will also be suspended from class at the receiving school. Again, communication between schools is imperative.

DELAYS AND CANCELLATIONS

Students will follow announcements by the receiving school for unscheduled variances, such as, school delays and cancellations due to weather related conditions. The sending school should establish a policy of student reporting on such occasions.

SUBMISSION DEADLINE

Exchange forms should be returned to the FCAVC office by September 1 of each school year.