

Greater Albany SD 8J
Administrative Regulation

Code: **JECBA-AR(2)**
Adopted: 4/84
Readopted: 3/12/01, 8/13/07
Orig. Code(s): AR 5105-B

Criteria for Evaluating International Student Exchange Programs

Name of Program: _____

I. Sponsoring Organization

A. Name _____ Telephone _____
Address _____

B. Nonprofit _____ Profit-making _____

C. Number of years providing this service under current name: _____

D. Local contact or representative:

Name _____ Telephone _____
Address _____

E. Local references (participants, parents, or guardian¹, teachers, administrators):

Name _____ Telephone _____
Address _____

Name _____ Telephone _____
Address _____

Name _____ Telephone _____
Address _____

II. Program Content

A. Goals and objectives of program (please attach any published materials):

B. Itinerary/Schedule: (attach copy)

¹As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, and adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

C. Academic program (if included):

1. Is academic credit available to Albany students in other counties as exchange students?

Optional _____ Included _____ Not Available _____

2. If academic credit is expected, please explain:

D. Program evaluation process:

1. When/how often is the program evaluated? _____
2. By whom (host families, participants, staff, advisors, etc)? _____
3. Format (formal/informal, written/oral): _____
4. Are past evaluations available on request? _____

E. Advisors and local representatives:

1. Qualifications: _____
2. Method of selection: _____

3. In what ways do the advisors further the goals and objectives of the program?

4. What training is provided for them? _____

5. What are their specific responsibilities.....

- a. before departure of students from their home countries? _____

- b. on site?

- c. after return of Albany students who have studied elsewhere?

6. What discretionary funds are provided to meet emergencies and unforeseen expenses?

III. Participants from Foreign Countries

A. Qualifications (age, academic grades, language training, etc.): _____

B. Screening process: _____

C. Orientation:

1. Duration: _____

2. Frequency: _____

3. Format: _____

4. Content: _____

5. People responsible: _____

IV. Program Administration (for local students going abroad)

A. Total price of program: \$ _____
Subject to adjustment for inflation, exchange rate changes? _____

1. Cancellation/refund policy: _____

B. Services included in price of program:

1. Transportation (provide itinerary which includes answers to “a” and “b”):

a. Means (bus, air, train, etc. indicating if commercial, charter, private, with name of carriers).

b. Points of departure and return: _____

c. Are all taxes, tariffs, transfers, and tips included?

d. Is all land/local transportation included? _____

e. Are written reservation confirmations in hand before departure? _____

f. Are optional side-trips offered? _____ If so, are they included?

2. Lodging:
 - a. Type(s): (hotel, dormitory, homestay, etc.) _____
3. Homestays (if included):
 - a. What portion of the program is spent with homestay families?

 - b. Who selects host families?

Criteria for selection? _____
 - c. What orientation is provided for host families? _____
 - d. Are families paid for hosting? _____
 - e. Local contact person(s) responsible for homestay:
Name _____ Telephone _____
Address _____
 - f. Is information in item “e” above provide to participants and their families?

4. Food:
 - a. What/how many meals per day are included? _____
 - b. Where are meals taken?

 - c. What system of payment is used? (voucher, cash, allowance, etc.) _____
 - d. Estimated cost of food not included in program fees: _____
5. Insurance Available: H-Health; B-Baggage; A-Accident; L-Liability; T-Theft; E-Emergency Return (Please indicate by letter code in space below the options available, with charges if any.)

Included under basic charge: _____ Required at extra cost of: _____
6. Tickets and admissions (museums, theaters, concerts, etc.) included?

7. International Student I.D. card included? _____
8. How much extra money is needed (minimum)? _____

C. Administrative costs:

1. Percentage of program fee allocated to administrative overhead:

2. Percentage of expenses/salary of advisor or local representative:

D. Sources of income other than student fees (subsidies, grants, trusts, endowments, etc.):

E. Albany school district services expected by organization and participants:

	Yes	No
1. Tuition-free attendance	_____	_____
2. Transportation to and from school	_____	_____
3. Student fee waiver	_____	_____
4. School lunch costs	_____	_____
5. Counseling services	_____	_____
6. Language instruction	_____	_____
7. Academic credit	_____	_____
8. Graduation expenses	_____	_____
9. Fund-raising efforts	_____	_____

(If yes, please explain) _____

In applying for approval of this international exchange program, it is understood that the applying organization intends to accept full responsibility for any participant, will monitor participant behavior, and will support the school district in requiring compliance with all school rules and regulations and the conditions of the acceptance. If a participant or the organization fails to comply with all agreed upon terms, the organization will bear all costs of the termination of the program and/or participant as a student and his/her return home.

Signature

Date

For district records:

Date received: _____

Date reviewed: _____

Approved/Rejected: _____

Signature

Date