

INTERNATIONAL STUDENT EXCHANGE PROGRAMS

I. PURPOSE

Cambridge-Isanti Schools supports international student exchange programs as meaningful educational experiences that promote global understanding, language learning, and cultural connection. This policy establishes Cambridge-Isanti specific expectations to ensure student safety, well-being, and accountability, while reinforcing the District’s Character Traits and Cambridge-Isanti Code of Conduct.

II. SCOPE

This policy applies to all school-sponsored international exchange programs in which Cambridge-Isanti Schools send students abroad or host students from other countries, including short- and long-term reciprocal exchanges involving host-family placements.

III. GUIDING PRINCIPLES

International exchange programs operate within the values of Cambridge-Isanti Schools. All participants are expected to demonstrate the District’s Character Traits of Respect, Responsibility, Honesty, Compassion, and Self-Discipline, and to follow the Cambridge-Isanti Code of Conduct at all times. Student safety, supervision, and clear communication are foundational expectations.

IV. PROGRAM APPROVAL AND OVERSIGHT

- A. All international student exchange programs must receive School Board approval prior to implementation.
- B. Programs must align with state-recognized exchange organizations or established partner schools.
- C. Each program must be coordinated by a Cambridge-Isanti staff member who serves as the Program Coordinator.
- D. The Program Coordinator is responsible for preparing meetings, communicating with families, documenting, and ensuring overall safety.

V. STUDENT ELIGIBILITY AND EXPECTATIONS

- A. Participation is a privilege, not a right.
- B. Students must meet academic, behavioral, and maturity criteria established by the Program Coordinator and building administration.
- C. Students must demonstrate readiness to represent Cambridge-Isanti Schools, the community, and the United States in a positive manner.
- D. Students are expected to follow the Cambridge-Isanti Code of Conduct, District policies, host country laws, and all program expectations.
- E. Failure to meet expectations may result in disciplinary action, including removal from the program at the family's expense.

VI. HOST FAMILY REQUIREMENTS AND RESPONSIBILITIES

Host families are essential partners in the success and safety of exchange programs.

A. Eligibility and Approval

- a. Host families must complete all required Host Family Information and Agreement forms prior to approval.
- b. Host families must reside within the Cambridge-Isanti School District attendance boundaries unless otherwise approved by administration.
- c. The District reserves the right to deny or revoke host family approval if concerns arise related to safety, supervision, or suitability.

B. Required Responsibilities of Host Families

- a. Approved host families agree to:
- b. Provide a safe, clean, and supportive home environment.
- c. Provide meals and basic daily care for the student.

- d. Ensure appropriate sleeping arrangements.
- e. Supervise students during evenings, nights, weekends, and non-school hours.
- f. Support student attendance at school and required activities.
- g. Communicate promptly with the Program Coordinator regarding absences, illness, concerns, or emergencies.
- h. Reinforce Cambridge-Isanti Character Traits of Respect, Responsibility, Honesty, Compassion, and Self-Discipline, and the Cambridge-Isanti Code of Conduct within the home setting.
- i. Ensure students are not left unsupervised overnight.
- j. Ensure students do not operate motor vehicles.
- k. Notify the Program Coordinator prior to any overnight travel or schedule changes.

C. Prohibited Activities

Host families must not:

- a. Permit use or possession of alcohol, tobacco, vaping products, or illegal substances.
- b. Allow activities that conflict with District policies or place students at unreasonable risk.
- c. Permit overnight stays outside the host home without prior program coordinator approval.

IV. HEALTH, SAFETY, AND MEDICAL CARE

A. Required Documentation

- a. All participating students must submit a completed Medical Information and Emergency Authorization Form.
- b. Families must verify medical insurance coverage applicable during the exchange.

- c. Medication information must be disclosed and updated as needed.

B. Medical Procedures

- a. In non-emergency situations, host families should notify the Program Coordinator prior to seeking care when possible.
- b. In emergencies, host families must seek immediate medical attention and notify the Program Coordinator as soon as possible.
- c. Parents or guardians will be notified at the earliest reasonable opportunity.
- d. Parents or guardians are financially responsible for medical costs.

V. SUPERVISION AND COMMUNICATION

- a. Exchange students are under shared supervision of the host family and the Program Coordinator.
- b. Host families must be aware of the student's daily schedule and whereabouts.
- c. Students must maintain communication with the Program Coordinator as directed.
- d. Emergency contact information must be accessible at all times.

VI. TRANSPORTATION

- a. Host families are responsible for daily transportation unless otherwise arranged.
- b. Exchange students may not operate motor vehicles.
- c. Transportation must align with District safety expectations.

VII. REQUIRED PERMISSIONS AND AGREEMENTS

Participation requires completion of all required documents, including:

- a. Student Participation Agreement and Code of Conduct Acknowledgement
- b. Parent or Guardian Permission and Medical Authorization

- c. Host Family Agreement
- d. Passport and travel documentation copies

Source: Cambridge-Isanti Schools

~~*Legal References:*~~

~~*Cross References:*~~

Reviewed:

Approved: