
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1000**

POLICY NO: **1004**

ISSUE DATE: 30/04/99

TITLE: **STUDENT ROUTINES**

ISSUE NO: 1

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Exchange Students

RATIONALE:

Macleans College encourages the involvement in approved student exchange programmes and is involved in the hosting of reciprocal students. Commonly, the programmes involved in are AFS, I/FU, Rotary and Lions Club exchanges. Additional groups of overseas students are hosted for social, cultural and sporting exchanges. The multicultural nature of the school is enhanced by such exchanges.

PURPOSES:

- 1 To establish a set of expected behaviours.
- 2 To define the expected liaison roles of the teacher in charge.
- 3 To facilitate communication between/among all involved in the exchange process.
- 4 To assist with the “settling in” of exchange students.

GUIDELINES:

- 1 There shall be a teacher in charge of exchange students who will liaise with and oversee document preparation for all Macleans College students undertaking approved student exchange programmes.
- 2 The teacher in charge of exchange students will also be responsible for liaising with host organisations and families and will act as the contact point within the school in matters relating to these students.
- 3 Students are expected to obey all school rules and procedures unless otherwise excused by the teacher in charge. Failure to meet these requirements may see the school seeking to terminate the exchange.
- 4 Students are expected to take a full part, including the completion of assessments, in the school life.

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- 5 Macleans College gives no assurances of any financial assistance to students involved in exchange programmes both within New Zealand and overseas.
- 6 Macleans College undertakes to provide counselling and other appropriate advice to students and to assist in making their exchange positive and rewarding.
- 7 Students returning to New Zealand will be briefed and the status and value of their experiences incorporated into their personnel file. The learning experience may, on the advice of the guidance counsellor, allow for immediate progression beyond the school year. Missed assessments are not to penalise the student in assessing the remainder of the year's work, or course completion.
- 8 Students involved in overseas exchanges are considered to be on the school roll, albeit unofficially, for the purposes of continuation of study.