



CMCSS STUDENTS PARTICIPATING IN FOREIGN EXCHANGE PROGRAMS PROCEDURE (GUI-P003)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the credit requirements for CMCSS students returning from participation in a foreign exchange program for the purposes of meeting graduation requirements.

2.0 RESPONSIBILITY:

- 2.1 Building Administrator/School Counselor

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Foreign Exchange Program: Any program in which students take a leave of absence not to exceed one year to study in an educational system outside of the United States.
- 4.2 Approved Credits: Those courses taken abroad which satisfy CMCSS/Tennessee graduation requirements.
- 4.3 Non-approved Credits: Those courses taken abroad which do not satisfy CMCSS/Tennessee graduation requirements.

5.0 PROCEDURE:

- 5.1 Parents/Students desiring to participate in a Foreign Exchange Program meet with the School Principal and School Counselor prior to schooling abroad to review approved and non-approved credits and to develop a plan whereby the student is not credit deficient upon return.
- 5.2 Courses taken abroad will not be considered as honors courses for the purpose of an Honors or Highest Honors diploma.
- 5.3 Students who choose to participate in a foreign exchange program are recommended to take advantage of summer programs or full-year programs if they are able to earn appropriate graduation credits. Six-month programs are not recommended due to the disruption of the regular school year at their home school.
- 5.4 Approved Credits:
 - 5.4.1 **Math** (4 credits) – Math credits may be earned abroad. Credits include a minimum of Algebra I, Geometry, Algebra II, and one higher level math. Upon return to the home school, students may be asked to complete placement tests to validate mastery of required mathematics standards. Students should be able to pass state end-of-course tests in Algebra I, Geometry, and Algebra II.



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- 5.4.2 **Science** (3 credits) – Science credits may be earned abroad. Credits include a minimum of Biology and either Chemistry or Physics. Upon return to the home school, students may be asked to complete placement tests to validate mastery of required science standards. Students should be able to pass state end-of-course test in Biology.
- 5.4.3 **Social Studies** – Credit in World History may be earned abroad. Credit focusing on limited geographic regions or limited periods of time will not be accepted.
- 5.4.4 **Physical Education** – Physical Education may be taken abroad.
- 5.4.5 **Foreign Language** (2 credits) – Foreign Language credits may be taken abroad.
- 5.4.6 **Fine Arts** (1 credit) – Fine Arts credits may be taken abroad.
- 5.4.7 **Focused Electives** (3 credits) – Focused Electives must come from one of the TN/CMCSS approved groups. Courses taken abroad will be approved on a course-by-course basis and will be accepted if they meet the criteria for the student's elective focus.

5.5 Non-Approved Credits:

- 5.5.1 **English** (4 credits) – English credits must be earned at an accredited US high school.
- 5.5.2 **Social Studies** – (3 credits) US History, US Government (.5 credit), and Economics (.5 credit) must be earned at an accredited US high school.
- 5.5.3 **Personal Finance** (.5 credit) – Personal Finance must be taken at an accredited US high school.
- 5.5.4 **Lifetime Wellness** (1 credit) – Lifetime Wellness must be taken at an accredited US High School.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Administrative Policy INS-A033

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
School Plan	School Counseling Office	Until Student's Graduation or Withdrawal from School	Permanent	Secured Office/Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
06/13/11		Initial Release
6/29/18	A	5.4.2, removed Chemistry and Physics.
2/7/22	B	Removed World Geography.

*** End of Procedure ***