INTRODUCTION
Cary Academy proudly features an international exchange program for all sophomores as part of the school’s world language curriculum. This exchange program is designed not only to accelerate the development of second language skills of Cary Academy students by providing natural and immediately relevant context for their use of the target language, but also to foster the personal growth of our students by broadening their perspective and world vision.

The Cary Academy world language exchange program is based upon reciprocal partnerships between our school and schools in Argentina, China, France and Germany. Cary Academy students have the opportunity to spend 12-16 days abroad--visiting a host school, attending classes, living with a host family, and experiencing daily life in the host community. In return, Cary Academy students and their families host groups of students from our partner schools for a home-stay experience in our own community.

The home-stay format is widely acknowledged to be the best model for educational travel abroad because it challenges students to move beyond passive observation of the target culture as experienced through tourism to active participation in the target culture. By living with a host family, students come to see the world not only through their own cultural lens, but also through the cultural lens of the country that they are visiting. The result is a far broader perspective than could ever be achieved by touring alone.

This guide is intended to provide general information about the operation of Cary Academy’s world language exchange programs. Your Cary Academy exchange coordinator will provide additional, detailed information about the hosting and travel phase of the specific exchange to which your child has been assigned. Please note that because the exchanges take place in different countries and are organized in cooperation with different schools, these details will vary from program to program. Your exchange coordinator is the best source of information about the specifics governing your child’s exchange.

While it is our goal for every Cary Academy student to take part in our world language exchange program, we do realize that the program may not be a fit for every child. Families will be asked either to confirm participation by completing an Intent to Participate Form or to opt out by completing an Exemption Request Form.

Samples of all forms referenced in this guide can be found in the Appendix. Actual forms will be made available for download in Blackbaud.

STUDENT ELIGIBILITY FOR AN EXCHANGE
The Cary Academy world language exchange programs are intense, unique experiences conducted in a variety of settings that differ markedly from our own. Students participating in an exchange program must be able to handle the physical and psychological rigors of living in an unfamiliar and potentially stressful environment and must be able to make good decisions in independent situations. For this reason, Cary Academy requires that all exchange participants be in good standing with respect to academic performance, student conduct, and physical and emotional health as a condition of
acceptance into the exchange program, and that they maintain that good standing throughout the sophomore year in order to be allowed to travel.

Eligibility for Juniors Studying a Second World Language
Cary Academy sometimes allows students who are studying more than one world language to participate in a second exchange during their junior year. This is dependent upon space available in the program after all sophomores have been accommodated and requires the approval of both the exchange coordinator and the Dean of Faculty, who is the supervising administrator for all the exchange programs. Note that a junior must pay the full cost of the second exchange, which is substantially higher than the sophomore exchange program fee. Juniors wishing to pursue this option should contact the Dean of Faculty in August of the junior year to make the request.

PARTNER SCHOOLS
Cary Academy currently has exchange partnerships with the following schools abroad:

- **Feldbergschule Oberursel** in Oberursel, Germany ([http://www.feldbergschule.com/](http://www.feldbergschule.com/)), since 2017

Group Assignments for Students Studying Spanish
Cary Academy students studying Spanish will be assigned to an exchange with one of our two partner schools in Argentina. Assignments are made by the Spanish exchange coordinators based upon a number of key factors, including the student’s level of Spanish, the student’s past and current Spanish teachers, gender balance within each group, and group dynamics. Because of the complexities underlying the creation of the exchange groups, students may not choose their exchange group or change groups once the assignments have been announced. Students sometimes feel disappointed by this, but we encourage everyone to remember that the focus of the exchange should not be upon traveling with one’s current friends, but rather, upon making new friends at our partner schools--and maybe a few new friends among one’s CA classmates, as well!

STRUCTURE AND TIMING OF THE EXCHANGES
Each exchange consists of a hosting phase in Cary and a travel phase abroad. Because of the reciprocal format of the exchanges, every student must be willing to host in order to be eligible to travel.

The exact timing of the hosting phase varies depending on the vacation schedule of our partner schools. Your exchange coordinator will provide you with the specific dates for the hosting phase of your child’s program as soon as that information is available. Generally, we host students from China in late January or early February and students from Argentina, France and Germany in March, April or early May.

The travel window for all of the 2020 exchanges is Saturday, May 23rd to Friday, June 12th, 2020. All exchange travel will take place within this period. Please note that this travel window extends one week beyond the last day of classes.
for the year (Friday, June 5th). Your exchange coordinator will let you know the specific departure and return dates for your child’s trip as soon as the airline tickets have been reserved, typically in December.

PROGRAM FEE
The exchange program fee paid by Cary Academy families ($2565 for 2020) covers the items listed below:

✓ Roundtrip airfare from Raleigh-Durham to host country
✓ Travel medical insurance
✓ Home-stay experience abroad including
  --Room, board (breakfast, lunch and dinner) and transportation to and from school provided by a host family
  --Transportation and admission fees for all fieldtrips and tours arranged by host school
  --Costs of evening and weekend activities arranged by host families
✓ Supplemental touring program including
  --Transfer by charter bus, train or flight to secondary destination(s).
  --Hotel accommodation and breakfast for secondary destination(s) when overnight stay is required.
  --Local transportation and admission fees for all tours arranged by CA for supplemental travel program.

The program fee does NOT include the following travel expenses:

- Fees for obtaining a passport or a visa
- Reciprocity or other entry or exit fees, if required
- Fees for authentication of travel authorization document for minors, if required
- Immunizations, if desired
- Trip cancellation or other travel insurance, if desired
- Deductibles and other out-of-pocket medical expenses not covered by insurance
- Replacement cost of lost tickets or other travel documents
- Personal cell phone expenses and/or other charges incurred for phone calls, text messages or internet access while abroad
- Lunches and dinners during the supplemental touring program, unless otherwise specified by the exchange coordinator
- Spending money for between-meal snacks and drinks, toiletries, souvenirs, etc. (The exchange coordinator will provide more specific information about how much spending money students should bring for a particular trip).

The program fee also does NOT include the following expenses associated with the hosting phase in Cary:

- Room, board (breakfast, lunch and dinner) and transportation to and from school for a visiting international student
- Cost of any evening and/or weekend activities with visiting international student

STANDARDS FOR STUDENT CONDUCT

General Expectations
All Cary Academy students participating in the travel phase of an exchange program will be expected to sign a Student Agreement Form outlining the standards for student conduct while abroad. Visiting international students will be held to the same standards during the hosting phase of the exchange in Cary.
Social Environment Abroad / Access to Alcohol
Cary Academy students and their families should be aware that it is common in most of the countries we visit for high school students to go out in the evenings to pubs, dance clubs or local festivals. Students go there “to see and be seen” by their friends, much the way American students might go to the movies or the mall. It is also common for high school students abroad to stay out later than what is typical in the U.S., particularly in South America, where dinner is eaten between 9 and 11pm and social gatherings follow. Cary Academy students should not be afraid to experience these aspects of the local culture, but at the same time, they must remember that they are not allowed to use alcohol, tobacco, or vaporizers at any time during the exchange trip. It is the responsibility of each individual Cary Academy student to abide by this rule, even in situations where local teens might not. (The legal drinking age for alcohol in the countries we visit is 18, 16 in Germany for beer and wine.) This does require some maturity and self-confidence on the part of the Cary Academy student, but we believe that sophomores can handle this responsibility, and we expect them to do so as a condition of their participation in the exchange.

Visiting international students are not allowed to use alcohol, tobacco or vaporizers at any time during their stay in North Carolina. If you observe or become aware of a violation of this policy, please notify your exchange coordinator so that the situation can be addressed.

HOST FAMILIES

Background Checks
Cary Academy does not conduct criminal background checks for host families. While background checks are common for commercial exchange agencies placing unescorted student travelers with compensated host families, they are not common for school-based, reciprocal exchanges in which host families on both sides have a mutual interest in providing safe and rewarding homestay experiences for their children. Instead, we rely upon our partner schools to select host families for our students based on their knowledge of and relationships with their families, and our partner schools rely upon us to select host families for their students based upon our knowledge of and our relationships with our families. Employee chaperones from each school also accompany traveling students and are readily available to them throughout the homestay. Should any serious problems arise, the Cary Academy exchange coordinator can be contacted by cell phone at any time for assistance. If a safety concern should emerge, the Cary Academy exchange coordinator can remove the student from a particular host family on the spot.

Student Matching
Cary Academy is committed to the philosophy that much of the educational value of an exchange lies in the participant’s first-hand exposure to an environment different from his or her own. Accordingly, Cary Academy makes no special effort to place students with host families that resemble their own. We do, however, try to pair students with similar interests based upon the information both students provide on their student information forms, though such alignment is not always possible and is certainly not necessary for a successful exchange. (Some of the most enduring friendships coming out of our exchange programs have developed between partners who did not have a lot in common on the surface.) We also try to match students of the same gender as much as possible. Unfortunately, because Cary Academy does not limit participation in its exchange programs to specific numbers of males and females each year, we cannot guarantee that our partner schools will be able to provide every one of our students with a same gender match.

Responsibilities of Host Parents
Cary Academy students participating in a world language exchange program should approach their home-stay experience abroad with an open mind and be willing to adapt to new customs and routines. At the same time, Cary Academy students and their families can expect that all host parents abroad will:
• Be informed of the rules Cary Academy students are expected to follow as outlined in the Student Agreement Form and be committed to enforcing those rules.
• Be informed of what to do in the event of student illness or other emergency.
• Provide an individual bed for the Cary Academy student for the duration of his or her stay (not necessarily a separate bedroom if the Cary Academy student can share a room with his or her same-gender host brother or sister).
• Provide breakfast, lunch and dinner for the Cary Academy student daily if not already provided in the program of activities sponsored by the host school.
• Provide means for the Cary Academy student to get to/from school each day in the company of his/her partner student. (Note that this could involve walking, biking or using public transportation.)
• Maintain a morning, evening and weekend schedule during the visit that allows for appropriate supervision of and interaction with the Cary Academy student outside of school hours.

Students visiting Cary Academy and their parents will, of course, expect the same of our families in return.

Contact between CA Families and Families Abroad
Cary Academy students and families have the opportunity to be in direct contact with their partner students and families abroad in advance of the exchange and are encouraged to ask questions and to share information. Students can assist with translation where needed. That said, the Cary Academy exchange coordinator and his or her counterpart abroad remain primarily responsible for communicating with the adults and the students on each side of the exchange and ensuring that essential information is appropriately conveyed.

ROLE OF THE CARY ACADEMY EXCHANGE COORDINATOR AND EMPLOYEE CHAPERONES
Your Cary Academy exchange coordinator has primary responsibility for both the hosting and travel phase of the exchange program.

Prior to the hosting phase of the exchange, you can expect your exchange coordinator to:
• Conduct an information session with Cary Academy host parents to ensure that everyone understands the hosting program and the expectations for host families.
• Provide a student information sheet with information about your visiting student, including contact details for your guest and his or her parents.

During the hosting phase of the exchange, you can expect your exchange coordinator to:
• Plan and implement a program of classes, fieldtrips and activities for the visiting students during the regular school day.
• Be available to Cary Academy host parents and students for help and work with the visiting group leader to resolve any problems that may arise.

Prior to the travel phase of the exchange, you can expect your exchange coordinator to:
• Conduct information session(s) with the parents of participants to ensure that everyone understands the group’s itinerary and all program policies.
• Conduct orientation session(s) for students going abroad to ensure that they understand the school’s rules and policies and are prepared to enter into and appreciate the host culture.
During the travel phase of the exchange, you can expect the Cary Academy exchange coordinator and employee chaperones to:

- Accompany and supervise students while traveling to and from the host country.
- Attend school daily while abroad and participate in all activities planned for the group while in the host community.
- Promote group morale while abroad.
- Be available to students for help and work with the host school’s exchange coordinator to resolve any problems that may arise.
- Maintain contact with parents and with Cary Academy regarding any medical, discipline or other problems that may occur during the program abroad.
- Obtain appropriate treatment for students in the event of a medical emergency or health issue.
- Travel with and supervise students during the supplemental touring program, including overnight supervision when students are staying in a hotel rather than with host families.

Parents should be aware that the Cary Academy exchange coordinator and employee chaperone(s) will not directly supervise students while they are living with their host families, although students (or their parents) can still contact the exchange coordinator on his or her cell phone at any time. While Cary Academy informs each host family of the terms of the Student-Parent Agreement referenced above, general parental supervision during the group’s stay in the host community is the responsibility of the individual host family. If you would like to contact your child’s host family in order to share mutual expectations, we encourage you to do so. Your Cary Academy exchange coordinator can assist you with writing or calling your child’s host family.

Parents should also note that students may be given some periods of free time during the supplemental touring program and/or during the program of fieldtrips organized by the host school. Students will be required to remain in groups during this free time but will not be under the direct supervision of a Cary Academy employee until they check back in at a designated time.

**PASSPORT AND VISA INFORMATION**

**U.S. Citizens**

Passports are required for all Cary Academy students who are U.S. citizens. Students should apply for passports as soon as possible as directed by their exchange coordinator, because applications can take six weeks or more to process. More information is available from the State Department web site at [http://travel.state.gov/passport/](http://travel.state.gov/passport/).

Cary Academy students who are U.S. citizens do not currently need to obtain visas for travel to Argentina, France or Germany.

Cary Academy students who are U.S. citizens must obtain a visa for travel to China. The Chinese exchange coordinator will work with participating families as a group to acquire the needed visas, and families will be billed for the cost. More information is available from the Embassy of China web site at [http://www.china-embassy.org/eng/visas/zgqz/](http://www.china-embassy.org/eng/visas/zgqz/).

Cary Academy students who are U.S. citizens have in the past had to pay a reciprocity fee in advance of travel to Argentina. While this fee is currently suspended, it could be reinstated at any time. Should the fee be reinstated, the Argentinean exchange coordinators will provide families with instructions for paying the fee and obtaining the needed receipt for entry into Argentina.
Non-U.S. Citizens
Cary Academy students who are not U.S. citizens must have a valid passport from their home country, along with a valid U.S. alien registration card or a re-entry visa, to return to the United States. More information can be obtained from U.S. Immigration and Naturalization Services. If the country to which your child is traveling requires individuals of your nationality to enter the country on a visa, then it is the responsibility of your family to obtain the necessary visa. If your child requires a visa, please notify your Cary Academy exchange coordinator, as there is a possibility that your child may need specific proof of program participation from the school.

A Note of Caution About Obtaining Necessary Travel Documents
Since processing times by issuing agencies vary, we strongly urge families not to wait until the very last minute to begin the process of applying for what is needed. Cary Academy will not refund the exchange program fee if a student is unable to travel because he or she did not obtain the necessary travel documents in a timely manner.

HEALTH CONSIDERATIONS

Disclosure of Medical Conditions and Medications
It is essential that the Cary Academy exchange coordinator and employee chaperones are aware of all known medical conditions affecting your child and all medications that your child will be taking during the trip. Parents are responsible for sharing this information with the school by updating their child’s Magnus Health Information Form. Complete and timely disclosure of this health information will help us prevent any problems and arrange for reasonable accommodations if possible.

Immunizations
There are no required immunizations for travel to our exchange destinations beyond the routine vaccines required for students to attend Cary Academy. The CDC (Center for Disease Control and Prevention) does, however, make some additional recommendations for each country we visit.


Families are encouraged to review the CDC recommendations and to consult with their family physician about whether additional immunizations, particularly those for Hepatitis A and typhoid, would make sense for their child. Because these vaccines are only suggested and not required, Cary Academy believes that the final decision about whether to obtain them is best left to the judgment of individual families.

International students visiting Cary Academy are not required to obtain any immunizations beyond those required for students to attend Cary Academy.

Policy for Students Attending Cary Academy without Complete Immunizations
Parents of a Cary Academy student attending the school without complete immunizations should be aware that their child may be asked not to travel on a world language exchange trip should there be an outbreak of vaccine-preventable communicable illness in the area of planned travel. Additionally, if a child without complete immunizations should
become ill with a vaccine-preventable illness when traveling on an exchange trip, the school may require a parent to travel to the child at his or her own expense to provide care.

**Travel Medical Insurance**

As with all school activities, the cost of any medical care that may be needed during the exchange trip is the responsibility of the student’s parents or guardian. Medical care is handled differently abroad, and each health care insurer may have a different way of handling costs incurred outside of the U.S. For this reason, we urge families to review their individual health insurance policies to determine whether their coverage will meet their needs. Typically, medical expenses incurred abroad must be paid in advance and reimbursement sought later from the student’s insurance carrier.

In addition, Cary Academy provides each student participating in an exchange with basic travel medical insurance, which includes coverage for emergency medical evacuation and repatriation—an important supplement to most families’ existing health insurance coverage. A complete description of the coverage provided for the 2020 exchange trips will be shared with families upon purchase of the policies in April 2020. Please note that the travel medical policy provided by the school operates on a pay-first system in which families file a claim for reimbursement post-treatment. Families must file their own claims under this policy and are responsible for any deductibles and/or other out-of-pocket medical expenses not covered by the plan. Please also note that the pre-existing conditions waiver for the travel medical policy will only apply to families who have existing health insurance coverage.

International students visiting Cary Academy will have travel medical insurance that is valid in the U.S. The visiting exchange leaders will pay any up-front costs on behalf of their students and can also provide any needed treatment authorization forms.

**Students with Severe Allergies**

Severe allergies do not necessarily prevent students from participating safely in an exchange, as long as the students are able to manage their allergies independently while they are abroad. This means being aware of allergen exposure risks and not eating foods with unknown ingredients, being able to recognize the first symptoms of allergic/anaphylactic reaction, knowing how and when to tell an adult that he/she may be having an allergy-related problem, and being able to self-administer medication, including an epinephrine auto-injector, if indicated.

Cary Academy takes the following additional steps to ensure the safety of students with severe allergies during our world language exchange trips:

- All affected students are required to meet with our school nurse in advance of the trip for training and practice in allergy management and self-administration of an epinephrine auto-injector, if indicated.

- The trip chaperones carry Benadryl and extra epinephrine auto-injectors at all times during the trip and retrain with the school nurse on the administration of these medications shortly before the trip.

- All affected students are required to have a functioning cell phone on their person at all times during the exchange trip so that they can contact a trip chaperone or other adult at any time.

- The trip chaperones notify the student’s host family about the student’s allergies and provide them with written instructions about what to do in the event that the student experiences a severe allergic reaction. Please note that we cannot require a host family to train to administer an epinephrine auto-injector. We can, however, definitely expect the host family to take the student to the emergency room once the student has self-medicated and also to call the chaperones so that they can come to the student’s aid.
Even with these extra steps in place, the only way for students with severe allergies to participate safely in our exchange programs is if they are able to recognize and respond to an allergic/anaphylactic reaction on their own, particularly during the homestay, when they are not under the direct supervision of the trip chaperones.

**Students with Disabilities or Other Health Challenges**
While our partner schools abroad are not obligated to create accessible facilities or environments, we may be able to provide certain accommodations with sufficient time and advance planning. The exchange coordinators will work with the families of students with disabilities or other health challenges on a case-by-case basis to discuss what types of accommodation are available in our host communities and to determine whether the student’s needs can be met in a way that allows him or her to have a safe and positive experience abroad.

**Medical Information and Treatment Authorization**
Every student participating in a Cary Academy exchange trip is required to have a signed *Medical Information and Treatment Authorization Form* for purposes of securing proper medical care while abroad. Please note that because students are not under the direct supervision of the exchange coordinator or chaperone(s) while they are with their host families, students will be expected to self-administer any prescription or over-the-counter medications.

**Hospitalization During an Exchange Trip**
While it is rare for a Cary Academy student to need medical attention during an exchange trip beyond an office visit, it is always possible that a more serious medical emergency could occur that would require in-patient care. The Cary Academy exchange coordinator and chaperones will, of course, be available to provide assistance in the event of a hospitalization abroad. Parents should be aware, however, that if the hospitalization involves an invasive procedure and/or a stay of more than one night, a parent or legal guardian will need to travel to the host country as quickly as possible to take over care for the student and accompany the student back to the U.S. upon release.

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**TRAVEL ARRANGEMENTS**
The Cary Academy exchange coordinator will make all travel arrangements to and from the host country, as well as all travel arrangements related to the supplemental touring program. The exchange coordinator at our partner school will make the arrangements for tours and excursions while our group is in the host community. Your Cary Academy exchange coordinator will provide you with specific information related to the travel arrangements that have been made for your child’s exchange group.

**Extended Stay Abroad**
Cary Academy students are allowed, with written permission from their parents or guardians, to extend their stay abroad beyond the official end of the exchange program in order to meet their families for additional travel or to pursue other opportunities. It is usually possible to change the return date on your child’s airline ticket to accommodate an extended stay abroad, but the exchange coordinator must be notified of your intent to exercise this option before the group airline tickets are purchased. Families who opt to change their child’s return date will be responsible for paying any resulting increases in airfare and any associated change fees. Families will also need to sign a *Travel Deviation Form* releasing Cary Academy and its agents from responsibility for their child at a time and place designated on the form. For more information about the possibility of arranging a change in return date to accommodate an extended stay abroad for your child, please contact your Cary Academy exchange coordinator.
COMMUNICATION DURING TRAVEL

Exchange Blog
Each exchange group will share news and photos from the trip through a blog. These blogs can be accessed via the school website throughout the course of the trips.

Contacting the Exchange Coordinator
Every Cary Academy exchange coordinator will have international cell phone service so that parents and students can easily reach the coordinator. We do, however, ask that parents refrain from calling the exchange coordinator to make casual inquiries and instead use the cell number only for serious concerns or emergencies. Non-emergency communication is best done by email or text instead. In the rare event that you are unable to reach the exchange coordinator in an emergency via cell phone, please contact the Head of Upper School for assistance.

Cell Phones Abroad
Students are allowed to travel with their cell phones, but please note that not all American cell phones are capable of international roaming and that roaming charges can be extremely high without an international plan. Please contact your cellular service provider to learn more about the voice, data and texting options available to your child for his/her destination. It should also be noted that many students choose to rely on a wi-fi connection for communications while abroad instead of a cellular connection. WhatsApp (https://www.whatsapp.com/) has become a particularly popular internet-based communication option for our student travelers. It is ultimately up to individual families to determine what level of cellular service, if any, to arrange for their child.

Computers
Students are not allowed to bring their school-issued computer on an exchange trip and are advised against bringing a full-sized laptop of any kind. Students are welcome to bring an i-Pad or other small tablet, as these devices are less expensive and do not hold up the group’s progress through airport security.

LOST OR STOLEN PROPERTY
Cary Academy students are solely responsible for their personal property (including passports) throughout the travel phase of the exchange program. Students should be particularly cautious when leaving airplanes, trains and buses to make sure that they are not leaving anything behind. Cary Academy cannot reimburse families for the loss of cash, documents, camera and video equipment or other valuables during the trip.

Loss of Passport
Students are expected to be particularly conscientious in taking care of their passports while traveling to avoid loss or theft, as replacement of a passport while abroad is complicated and expensive. The exchange coordinator will advise students what to do with their passports during the touring portion of the trip if the group is staying in a hotel. Once the group arrives in the host community, students should leave their passports in a safe location in their host family’s home. Please note that any costs incurred due to lost travel documents, including document replacement, lodging, meals and transportation, are the responsibility of the individual family.
SAFETY AND SECURITY CONSIDERATIONS

Risks Inherent to Travel
There are certain risks associated with off-campus travel and residence in a foreign country that are outside of Cary Academy’s control. These risks include, but are not limited to:

- Hazards of travel by airplane, boat, train, bus, car, or other forms of transportation;
- Physical and emotional stress due to long hours, language barriers and culture shock;
- Exposure to infectious diseases and food-borne or other illnesses;
- Challenging environmental conditions such as high altitude, rough terrain, or air and water pollution;
- Animal hazards, such as bites, stings, and illnesses transmitted by insects;
- Storms, earthquakes, floods or other natural disasters;
- Risks related to political, legal, economic or social conditions abroad, including - differences in the recognition of civil and/or religious rights
  - alcohol and drug use
  - relationship and gender issues
  - government restrictions, and
  - the potential for civil unrest;
- Different standards of design, safety and maintenance of buildings, public places, equipment and conveyances;
- Potential inadequacies of medical facilities and medical care outside the United States;
- Adverse weather conditions;
- Theft or other criminal acts;
- Acts of terrorism, vandalism or war;
- Misjudgment or inappropriate conduct by self or others.

These risks may result in serious personal or bodily injury, sickness or death, and damage to, or loss or destruction of property. Families who agree to have their child participate in exchange travel assume all risks incident to program activities, including those listed above and any others that may exist, whether or not presently foreseeable.

Risk Assessment Prior to Travel
Cary Academy monitors the situation abroad, with particular attention to State Department travel advisories, Homeland Security alerts, and the observations and advice of our partner schools. Parents can also monitor travel advisories via the State Department website at http://travel.state.gov/content/passports/english/alertswarnings.html.

If at any time we feel that conditions in a particular country are not safe for students or employees, the school will cancel the travel program to that country. Please note that when the school cancels the travel phase of an exchange program, we make every effort to refund the program fee.

Participation in the exchange is voluntary, and parents with safety concerns may withdraw their students from the travel phase of the program at any time, even if the school feels that it is safe to proceed with the exchange. In the event that a parent chooses to withdraw his or her student from the program, the program fee may or may not be refundable, depending upon the date of the withdrawal.

Risk Management During Travel
In the event that unfavorable conditions develop after travel has commenced, the exchange coordinator and employee
chaperone(s) will work with Cary Academy administrators to determine what adjustments to travel plans, if any, should be made. In circumstances where students are perceived to be in imminent danger and immediate action is required, the exchange coordinator and/or employee chaperones will determine the appropriate response.

**EXCHANGE COURSE AND GRADE**

Every student participating in a Cary Academy exchange trip will be enrolled in a course titled FLE 200 Exchange Program for 1/6 credit. Each student will receive a letter grade for this course based upon the points the student earns for a reflective writing assignment that will be due when students return from summer break in August 2020. The exchange coordinators will share the details of the assignment with students during the student pre-travel meetings held each spring. In addition to the letter grade for the reflective writing assignment, each student will receive an effort mark based upon specific criteria related to the travel phase of the exchange. The letter grade and effort mark will be reported in the Fall midterm grade report (following the trip), and the letter grade will appear on the student's transcript.

**REQUESTING AN EXEMPTION FROM THE EXCHANGE**

Again, while it is our goal for every Cary Academy student to take part in our world language exchange program, participation is not required by the school. If you would like to request an exemption from participation for your child, please complete an Exemption Request Form and return it to Martina Greene, Dean of Faculty and Supervising Administrator for the exchange program.

Exemption requests must be submitted by October 15, 2019, in order to secure a full refund of the exchange program fee. Families who decide after October 15, 2019, to drop their student from an exchange program will receive a refund in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Exemption request received by December 20, 2019</th>
<th>Refund of program fee less $500 cancellation charge.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemption request received after December 20, 2019</td>
<td>No refund of program fee.</td>
</tr>
</tbody>
</table>

Note that students who do not participate in exchange travel will be required to participate in Upper School Discovery Term instead.

**DISMISSAL OF A STUDENT FROM AN EXCHANGE PROGRAM**

Cary Academy reserves the right to cancel an individual student’s participation in the exchange program at any time based on his or her academic or behavioral performance or physical or emotional health status. In the event the school cancels a student’s participation, any refund of the exchange fee will be less the non-refundable expenses already incurred on behalf of the student.
APPENDIX
Examples of the forms and documents referenced in this guide can be found in the pages that follow.

Key Dates and Deadlines for the Class of 2022

- Intent to Participate Form
- Exemption Request Form
- Trip Permission and Release Form
- Medical Information and Treatment Authorization Form
- Student Agreement Form
- Travel Deviation Form
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 30, 2019</td>
<td>Last day to submit an exemption request to avoid being billed for the exchange program fee.</td>
</tr>
<tr>
<td>September 26, 2019</td>
<td>Parent Orientation Session for all exchange programs.</td>
</tr>
</tbody>
</table>
| October 15, 2019      | Participation Decision Deadline!  
                        | *Intent to Participate form* due to exchange coordinator.            |
|                       | Last day to submit an *Exemption Request Form* with full refund of program fee.  
                        | Last day to reinstate/add a student to an exchange program.          |
| January 2020          | Parent meeting for hosting phase of Chinese exchange.  (Exact date and time TBA) |
| Late January/early    | Exchange students from China visit CA.  (Exact dates TBA)           |
| February              |                                                                 |
| February 28, 2020     | Last day to submit an *Exemption Request* and receive a partial refund of program fee (less $500 cancellation fee).  
                        | **After this date, no refund of the program fee will be possible.**  |
| February/March 2020   | Parent meetings for hosting phase of exchange programs in France, Germany and Argentina.  (Exact dates and times TBA by individual exchange coordinators) |
| March/April/May 2020  | Exchange students from Argentina, France and Germany visit CA.  (Exact dates TBA) |
| May 5, 2020           | Parent Pre-Travel Meetings for all exchange trips.                   |
| May 5, 2020 6-7:15 pm, US WL classrooms |                                                                |
| May 23- June 12, 2020 | Travel window for all exchange programs.  
                        | (Exact travel dates for each program within this window TBA)        |
| August 21, 2020       | Exchange portfolios due to exchange coordinators.                   |
CARY ACADEMY
World Language Exchange Program
INTENT TO PARTICIPATE

Student’s Name (please print): __________________________________________________________

Exchange Destination and Trip Leader: (please check one)

<table>
<thead>
<tr>
<th>Country</th>
<th>Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilar, Argentina</td>
<td>Vic Quesada-Herrera</td>
</tr>
<tr>
<td>Quilmes, Argentina</td>
<td>Freya Kriedle</td>
</tr>
<tr>
<td>China</td>
<td>Trish Yu</td>
</tr>
<tr>
<td>France</td>
<td>Kim Jones and Sam Goeuriot</td>
</tr>
<tr>
<td>Germany</td>
<td>Wendy Burgbacher</td>
</tr>
</tbody>
</table>

As custodial parent or legal guardian of the above-named child (“Child”), I acknowledge and agree to the following:

1. I have accessed the Cary Academy World Language Exchange Program 2020 Information Guide (“Information Guide”) and have read and understood the contents.

2. I accept all conditions of the exchange program outlined in the Information Guide and request to have my Child participate in the program.

3. I understand that participation in the program includes the obligation to host a visiting international student in my home for a period of up to 16 days, as described in the Information Guide.

4. I understand that I will be required to execute a Trip Permission and Release Form and a Medical Information and Treatment Authorization before my Child can travel abroad. In addition, my Child and I will be required to sign a Student Agreement Form.

5. I understand that I may cancel my Child’s participation in the exchange program by completing an Exemption Request Form and submitting it to the Dean of Faculty.

6. I understand that Cary Academy will make financial commitments based upon my signed Intent to Participate. If I choose to cancel my Child’s participation in the exchange program between October 16, 2019 and February 28, 2020, I will receive a refund of the program fee less a $500 cancellation fee. If I choose to cancel my Child’s participation in the program after February 28, 2020, I will not receive a refund of the program fee.

7. I understand that Cary Academy reserves the right to cancel my Child’s participation in the exchange program at any time based on my Child’s academic or behavioral performance or physical or emotional health status. If the school cancels my Child’s participation, any refund of the exchange fee will be less the non-refundable expenses already incurred on behalf of my Child.

Signature of Parent/Guardian #1: ______________________________________________ Date: ___________________
Print Full Name of Parent/Guardian #1: ______________________________________________

Signature of Parent/Guardian #2: ______________________________________________ Date: ___________________
Print Full Name of Parent/Guardian #2: ______________________________________________
CARY ACADEMY
World Language Exchange Program
EXEMPTION REQUEST

Student’s Name: ________________________________________________________________

Language of Study (circle one): Chinese French German Spanish

Reason for Requesting Exemption: ____________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

By requesting this exemption for the above-named child (“Child”) from participation in the World Language Exchange Program, I acknowledge, understand and accept the following provisions governing the exchange program fee:

<table>
<thead>
<tr>
<th>Exemption Request received</th>
<th>Fee provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 30, 2019</td>
<td>Fee will not be billed.</td>
</tr>
<tr>
<td>October 15, 2019</td>
<td>Fee will be fully refunded.</td>
</tr>
<tr>
<td>February 28, 2020</td>
<td>Fee will be refunded less $500 cancellation fee.</td>
</tr>
<tr>
<td>After February 28, 2020</td>
<td>No refund of fee.</td>
</tr>
</tbody>
</table>

Signature of Parent/Guardian #1: ___________________________________________ Date: ___________________

Print Full Name of Parent/Guardian #1: __________________________________________

Signature of Parent/Guardian #2: ___________________________________________ Date: ___________________

Print Full Name of Parent/Guardian #2: __________________________________________

FOR SCHOOL USE:

Date request received: _______________________________________________________

Eligibility for Refund of Trip Fee:

| Full Refund ($2565) | Refund less Cancellation Fee ($2065) | No Refund ($0) |

Signature of Supervising Administrator: __________________________________________

Date Account Credited/Refund Sent: ___________________________________________
CARY ACADEMY
World Language Exchange Program
TRIP PERMISSION AND RELEASE FORM

Student’s Name: ____________________________ Date of Birth: ______________ Grade: _________

Cary Academy (“School”) is offering the World Language Exchange Trip (“Trip”) listed below. This document contains important information regarding this Trip. Please take the time to review this information carefully and feel free to be in touch with the Trip Leader(s) listed below with any questions about this form or the related trip documents, which include, but are not limited to, the Cary Academy World Language Exchange Program 2020 Exchange Information Guide.

The child named above (“Child”) will not be permitted to participate unless this Permission and Release Form (“Form”) is signed. This Form must be signed by the parents and/or legal guardians of the Child participating in the Trip. If this Form is executed by only one parent or guardian, that individual certifies that he or she has sole legal custody of the Child.

Trip Name: ______________
Trip Dates: ______________
Trip Locations: ______________
Trip Leader: ______________
Chaperone(s): ______________

Trip Participation: Voluntary

I. PARENTAL PERMISSION AND CONSENT TO PARTICIPATE

As a custodial parent or legal guardian, I give my Child full permission to participate in the Trip.

My permission for my Child to participate is based upon my belief that my Child is of sound physical and mental health and has the maturity and self-confidence to be able to respond appropriately to any challenges which my Child may encounter during this Trip. I understand that although the leader of the Trip and other faculty/staff will chaperone the Trip, my Child will not be under their direct supervision for much of the Trip.

I understand and accept that the Trip may expose my Child to risks and dangers associated with travel to and residence in a foreign country. These risks include, but are not limited to:

- Hazards of travel by airplane, boat, train, bus, car, or other forms of transportation;
- Physical and emotional stress due to long hours, language barriers and culture shock.
- Exposure to infectious diseases and food-borne or other illnesses;
- Challenging environmental conditions such as high altitude, rough terrain, or air and water pollution;
- Animal hazards, such as bites, stings, and illnesses transmitted by insects;

I have read page one of this document. Parent Initials _________ Parent Initials _________
- Storms, earthquakes, floods or other natural disasters;
- Risks related to political, legal, economic or social conditions abroad, including
  - differences in the recognition of civil and/or religious rights
  - alcohol and drug use
  - relationship and gender issues
  - government restrictions, and
  - the potential for civil unrest;
- Different standards of design, safety and maintenance of buildings, public places, equipment and conveyances;
- Potential inadequacies of medical facilities and medical care outside the United States;
- Adverse weather conditions;
- Theft or other criminal acts;
- Acts of terrorism, vandalism or war;
- Misjudgment or inappropriate conduct by self or others.

I understand and accept that these risks can result in consequences that include, but are not limited to, property damage or loss; illness; mental or emotional trauma; and/or other personal or bodily injury, permanent disability, or death.

I understand that my Child’s participation in the Trip is not required by the School.

Before signing this form, I acknowledge that I have had the opportunity to review information about my Child’s destination country (including information about any required and/or recommended vaccinations, medication and/or other protective measures that should or can be taken when traveling to the destination country provided by the U.S. State Department and the Centers for Disease Control and Prevention. I am satisfied as to the adequacy and safety of the arrangements for the Trip.

II. PARENTAL RELEASE, ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT

As a custodial parent or legal guardian of my Child, I acknowledge, understand, and agree to the following:

IN CONSIDERATION OF MY CHILD BEING PERMITTED TO PARTICIPATE IN THE TRIP AND ITS ACTIVITIES, I ASSUME ALL RISKS INCIDENT TO SUCH ACTIVITIES. I ALSO WAIVE, RELEASE AND FOREVER DISCHARGE THE SCHOOL AND ANY OF ITS EMPLOYEES OR AGENTS FROM ALL LIABILITIES, LOSSES, DAMAGES OR COSTS OF ANY NATURE THAT MAY ARISE IN CONNECTION WITH MY CHILD’S TRAVEL TO OR PARTICIPATION IN SUCH ACTIVITIES. I AGREE TO INDEMNIFY AND HOLD THE SCHOOL AND ITS EMPLOYEES AND AGENTS HARMLESS FROM ALL LIABILITIES, LOSSES, DAMAGES OR COSTS OF ANY NATURE THAT MAY ARISE IN CONNECTION WITH MY CHILD’S TRAVEL TO OR PARTICIPATION IN SUCH ACTIVITIES. THE TERMS OF THIS DOCUMENT SHALL BIND ME, MY HEIRS AND PERSONAL REPRESENTATIVES.

The release, assumption of risk and indemnity provisions contained above include any property or personal loss or damage, or other loss or damage caused or alleged to be caused, in whole or in part, by the ordinary negligence (but not gross negligence) of School employees and agents.

I have read this Form as well as the Medical Treatment and Authorization Form and the Student Agreement Form, and I understand what they mean. I hereby expressly agree that the provisions contained in this Form are intended to be as broad and inclusive as permitted by the laws of the State of North Carolina and that if any portion hereof is held invalid or unenforceable, I agree that the balance shall continue in full legal force and effect.

I have read page two of this document. Parent Initials _________ Parent Initials _________
By signing this Form, I affirm that I have decided to allow my Child to participate in the Trip with full knowledge that School employees or agents will not be liable to anyone for personal injuries or property damage my Child may suffer while participating in the Trip.

III. PARENTS’ FINANCIAL RESPONSIBILITY AND WARRANTY OF INSURANCE

I understand that the School has made financial commitments based upon my Child’s anticipated participation in the Trip. If I choose to cancel my Child’s participation in the trip by February 28, 2020, I will be responsible for a cancellation fee in the amount of $500. If I cancel my Child’s participation in the Trip after February 28, 2020, I will be responsible for the full amount of the trip fee ($2565). The School reserves the right to cancel my Child’s participation in the Trip based on my Child’s academic or behavioral performance or health status, in which case any refund of the trip fee will be less the non-refundable expenses already incurred on behalf of my Child.

I understand that the School reserves the right to cancel or otherwise modify the schedule for the Trip at any time, up to and including the time of the scheduled departure, and to recall any Trip in progress, for any reason as deemed appropriate by the School. Should the School cancel or reschedule the Trip after monies have been paid, I understand that the School will make a good faith effort to obtain reimbursement of such monies. However, I understand and recognize that the School, its employees and its agents are under no obligation to provide reimbursement of amounts paid.

If for any reason my Child is expelled from the Trip or fails to complete the Trip, I agree to pay all costs associated with returning my Child home, including, but not limited to, costs of transportation for my Child and a chaperone. I further agree that I will not be entitled to any refund whatsoever as a result of my Child’s expulsion from the Trip or my Child’s failure to complete the Trip. I agree to reimburse and indemnify the School, its employees and its agents for any costs and expenses incurred in providing for my Child’s return home and for any other services related to the special or emergency needs of my Child that the School, at its sole discretion, deems necessary.

Understanding the risks associated with my Child’s participation in the Trip and the possibility of additional risks of which neither the School nor I nor my Child may be aware, I represent and warrant that I have enrolled my Child in any and all insurance, including but not limited to health care, travel and personal property insurance, that I believe, in my sole judgment, is necessary to protect my Child and my Child’s interests while participating in the Trip.

Signature of Parent/Guardian #1: _____________________________________________ Date: ____________________
Print Full Name of Parent/Guardian #1: ________________________________________________

Signature of Parent/Guardian #2: _____________________________________________ Date: ____________________
Print Full Name of Parent/Guardian #2: ________________________________________________
CARY ACADEMY

World Language Exchange Program
MEDICAL INFORMATION AND TREATMENT AUTHORIZATION

Trip Name ("Trip"): 
Trip Dates: 
Trip Leader ("Trip Leader"): 
Chaperone ("Chaperone"): 

Child’s Name (please print): ____________________________________________________________

In my capacity as the custodial parent and/or legal guardian of the above-named Child ("Child"), a minor participating in a World Language Exchange Trip, I hereby appoint the Trip Leader and Chaperone(s) named above as my true and lawful representatives for the purposes of taking all steps necessary to ensure the proper care (including medical, dental, surgical and hospital care) of my Child while my Child is participating in the Trip. I authorize physicians and other medical personnel to provide medical and other care to my Child while my Child is on the Trip, including, but not limited to, examining, treating, and/or prescribing medication(s) for my Child’s care, as needed. I am giving these permissions in order to avoid delay that might jeopardize the life or recovery of my Child, with the understanding that efforts will be made to contact me when medical or other care is required. I acknowledge and agree that I am solely responsible for all bills, costs, or expenses incurred in the event of any illness injury or damage to my Child.

I understand that if my Child will need to take any prescription or over-the-counter medication(s) while participating in the Trip, the medications must be in properly labeled pharmacy or manufacturer-provided containers. I understand that I am responsible for packing such medications and that my Child is expected to self-administer these medications during the Trip. I understand that the Trip Leader and Chaperone(s) are also authorized to administer medications to my Child in accordance with my Magnus Health Information Form.

I confirm that I have provided the School Nurse with all known medical conditions relating to my Child’s physical and emotional health and will provide any updated information prior to the start of the Trip, if necessary.

Additionally, I hereby grant my authorization and consent for the Trip Leader and Chaperone(s) to administer general first aid treatment for any minor injuries or illnesses experienced by my Child while participating in the Trip.

Signature of Parent/Guardian #1: ____________________________________________ Date: ___________________
Print Full Name of Parent/Guardian #1: ___________________________________________________________________

Signature of Parent/Guardian #2: ____________________________________________ Date: ___________________
Print Full Name of Parent/Guardian #2: ___________________________________________________________________
Name of Student: 

By signing this document, I acknowledge, understand, and agree to the following:

1. As a Cary Academy student abroad, I will be mindful of the fact that I am a representative of my country and my school and will act only in ways that reflect both in a positive light.

2. I understand that the goal of the exchange is for me to improve my second-language skills. I will therefore make the effort to speak the target language at all times and avoid reverting to English.

3. I recognize that the Cary Academy exchange trip leader and chaperones, the faculty and staff at my host school, and the adult members of my host family are responsible for my welfare and for the welfare of everyone participating in the program. I will therefore listen to and follow their instructions at all times.

4. I understand that the exchange trip is an academic program and not just a leisure experience. I will attend classes and meetings, participate in all planned group activities, and complete all assignments given to me by my exchange group leader and/or chaperones.

5. I recognize that my primary focus during the exchange trip should be on developing a relationship in the target language with my host student and my host family. I will therefore enthusiastically participate in family meals, outings, and other activities planned for me by my host student and my host parents abroad. I will not seek to make alternate plans for myself to be with my own friends or otherwise pursue my own interests.

6. I will, while in private homes or public places, including our partner school, respect the property and rights of others and observe the rules and regulations of the establishment.

7. I will not use drugs, alcohol, tobacco or vaporizers while participating in the exchange program.

8. I will not operate any motorized vehicle while I am abroad.

9. I understand that the acquisition of tattoos and/or body piercing constitutes a health risk and is therefore strictly prohibited while I am abroad.

10. I understand that if I do not abide by both the standards of student conduct outlined in the Upper School Student Handback and the behavioral expectations set forth in this agreement, my parents will be notified and I will be sent home at the discretion of the School at my family’s expense. I further understand that my conduct during the Trip may serve as the basis for disciplinary action or expulsion from the School.

Signature of Student: 

Date: 

I have read page one of this document. 

Parent Initials 

Parent Initials
I am the parent of the above-named student ("Child"); I have read the foregoing Student Agreement (including such parts as may subject me to personal financial responsibility), and I am and will be legally responsible for the obligations of my Child as described in this Student Agreement, and agree, for myself and for my Child, to be bound by its terms.

Signature of Parent/Guardian #1: _______________________________ Date: __________________

Print Full Name of Parent/Guardian #1: ____________________________________________

Signature of Parent/Guardian #2: _______________________________ Date: __________________

Print Full Name of Parent/Guardian #2: ____________________________________________
CARY ACADEMY  
World Language Exchange Program  
TRAVEL DEVIATION FORM

Student’s Name: ____________________________________________________________

Trip Leader’s Name: ______________________________________________________________________________________

As a custodial parent or legal guardian, I give the child named above (“Child”) permission to separate from the exchange group at the conclusion of exchange program activities and not return to the United States with the exchange group. Separation will be effective as follows:

Date of separation (“Date”): ___________ Time of separation (“Time”): ____________________

I acknowledge, understand and agree to the following:

1. As of the Date and Time specified above, my Child will no longer be part of the Cary Academy exchange group and Cary Academy and its employees or agents will no longer be responsible for my Child.
2. Cary Academy will not be able to adjust group plans to accommodate any change or delay to my Child’s separation from the group at the Date and Time specified above.
3. I will pay all costs associated with my Child’s separation from the group, including, but not limited to, any increases in airfare or airline fees resulting from the change to my Child’s return date.

In consideration of my Child being permitted to separate from the group at the Date and Time specified above, I assume all risks incident to the separation. I also waive, release and forever discharge Cary Academy and any of its employees or agents from all liabilities, losses, damages or costs of any nature that may arise in connection with my Child’s separation from the group. I further agree to indemnify and hold Cary Academy and its employees and agents harmless from all liabilities, losses, damages or costs of any nature that may arise in connection with my Child’s separation from the group.

Signature of Parent/Guardian #1: ___________________________ Date: ____________________

Print Full Name of Parent/Guardian #1: ________________________________________________________________

Signature of Parent/Guardian #2: ___________________________ Date: ____________________

Print Full Name of Parent/Guardian #2: ________________________________________________________________

As Trip Leader, I approve the Date and Time of separation specified above.

Signature of Trip Leader: ___________________________ Date: ____________________