

# EXCHANGE PROGRAMS – DISTRICT OR AGENCY SPONSORED

## Background

While the District's primary mandate is to provide instruction for students of school age who are resident with their parents within the Province of British Columbia, instruction may be provided to secondary school aged students participating in a District sponsored student exchange or other reciprocal program.

The District recognizes the value of such programs as a way to promote global understanding and for students and staff to gain insights into the attitudes, beliefs and lifestyles of other cultures. Student exchanges increase multicultural understanding within our community and strengthen ties between countries.

## Procedures

### 1. Required Documentation

Exchanges may be District sponsored or organized through sponsor agencies. Where the exchange is organized through a sponsor agency, the following information and documentation must be provided in order to be accepted as a District approved exchange program:

- 1.1. Certificate of Incorporation under the *Society Act* proving non-profit status.
- 1.2. Confirmation that no international student registration fee is required of parents/students to participate in the exchange.
- 1.3. Confirmation that the program is a reciprocal student exchange for the same length of time.
- 1.4. Confirmation that parent guardianship and student medical insurance requirements have been met prior to the start of the exchange.
- 1.5. Certificate of Insurance indicating third party liability coverage at a minimum of \$2,000,000 and naming "School District No.5 (Southeast Kootenay)" as an additional insured. The Certificate of Insurance must include the expiry date.

### 2. Approved Exchanges

The following exchanges have been approved:

- 2.1. Quebec Exchange
- 2.2. France Exchange
- 2.3. B.C. Heritage Language Association International Student Exchange – Germany
- 2.4. Rotary Exchange

### 3. Other Exchanges

Other exchanges as approved by the Board upon a recommendation by the Superintendent and consistent with the requirements of this Administrative Procedure.

4. Upon meeting the following criteria, students involved in a District sponsored or agency sponsored exchange will be permitted to attend school on a non-fee paying basis, provided:
  - 4.1. The student is on an official exchange/visit from a District sponsored or agency sponsored exchange where the exchange is on a one in/one out for the same length of time. Consideration will be given to students participating in a Rotary Exchange with regard to permitting exchanges within a staggered timeframe.
  - 4.2. The District requires that students involved in District sponsored or agency sponsored exchanges must comply with the Code of Conduct of the school and the District, Provincial or Federal law as well as any other established guidelines, to maintain continued enrolment. Failure to do so may result in being dismissed from the program and the District.
  - 4.3. The District requires a signed document by any exchange student's parents confirming that they are completely and totally responsible for all costs, including medical costs and have made appropriate arrangements to ensure that the exchange student has full and complete medical out-of-province and/or out of country coverage.
  - 4.4. For agency sponsored exchanges, proof that the District is listed as an additional named insured in the liability insurance policy is required.
5. The District will not be responsible for travel arrangements, accommodation or medical expenses.
6. Principal Responsibilities
  - 6.1. District sponsored or agency sponsored exchanges for any length of time that take place outside of the Province of British Columbia require Board approval three months prior to the date of the trip. The Board may make allowances, in consideration of the timeframe, for extenuating and unusual circumstances.
  - 6.2. Principals will inform their respective Superintendent of any out-of-province exchange trips being considered as soon as they become aware that a trip is being contemplated. The Superintendent will inform the Board of any out-of-province exchange being considered as soon as practical after notification is received.
  - 6.3. The teacher sponsor shall ensure:
    - 6.3.1. Approval, in principle, is obtained from the Principal prior to formal communication with students or parents.
    - 6.3.2. The exchange opportunity is advertised to appropriate classes.
    - 6.3.3. Parents are aware that their child is interested in the exchange program.
    - 6.3.4. Students are selected according to a fair process. Information could come from academic performance, effort marks, student and parent interviews, teacher feedback forms.
    - 6.3.5. Students and parents attend an orientation meeting to thoroughly discuss the details of the program and the expectations.

6.3.6. All selected students have a valid passport.

6.4. All exchange trips are to be approved by the Principal of the school who will ensure that a copy of the parent information letter and the checklist go to the Superintendent for information purposes.

Reference: Sections 2, 3, 4, 7, 8.2, 20, 22, 23, 65, 74.1, 75, 75.1, 82, 85 School Act

Approved: August 15, 2021

Revised: