



1080 Winslow Ave., Coquitlam British Columbia V3J 6A7 • Phone 604-939-9201

STUDENT EXCHANGE, SISTER SCHOOL OR HUMANITARIAN PROGRAMS PLANNING UPDATE (Administrative Procedure 253) STEP TWO

NOTE: Approval for a Program is a two-step process. This form must be completed as an update and is to be provided to the Principal and Senior Leadership Team one month before the departure as per Administrative Procedure 255.

Please attach a copy of the approved Preliminary Application Form (Step One)

School

Date Final Form Submitted

GENERAL DESCRIPTION

1. Destination _____

2. Dates of Student Exchange, Sister School and Humanitarian Program _____

3. Number of schools days missed (recommended 3 days maximum) _____

4. Names and grade levels of students participating. Please indicate male/female. (Attach list if necessary).

Final list of participants (names & phone numbers) must be submitted to the Assistant Superintendent prior to departure.

5. a) Name of Supervisor: _____

b) Names of supervisors (indicate male/female, teacher, parent, volunteer etc.)

Note: Volunteers have obtained Criminal Record Check (as per Administrative Procedure 495) copies attached.

c) Names of supervisor or tour company representative with first hand knowledge of customs and culture of country being visited.

6. Method of carrier(s): _____

7. Brief Itinerary & Details: Please attach a detailed Itinerary that contains the following information:

Destination	Accommodation	Contact Person	Phone Number	Date

PLANNING DETAILS

1. Educational Objectives

- a) Describe the curricular and/or extra-curricular relevance students will receive from the Student Exchange or Sister School Program.

- b) What follow-up activities are planned for the students?

2. Supervision

- a) Proposed adult/gender/student ratio: _____ (minimum 1:10)
- b) What evidence is there that the supervising staff has the expertise to assist the students in the intended outcomes? _____

- c) What arrangements are in place to cover supervising staff's teaching assignment? _____

3. Student Participation

What are the qualifying factors (if any) required of participating students? How were students selected?

**Parents have been notified that if a student compromises safety of self or others and does not adhere to previously established expectations, that student and possibly a supervisor may be returned home at the expense of the parents/guardians.*

FINANCES

- a) What is the total per student cost for the program? _____

- b) Of the total per student cost, how much is each student required to pay?

- c) What is the source of funds and amounts when there is a difference between (a) and (b)?

- d) How much is the staff required to pay?

- e) What is the total cost of the program? _____
- f) If a commercial tour company has been used to assist in the arrangements, what is the name of the agency? _____ and identify the contact person and his/her telephone number. _____
- g) If TOC time is required, how will the cost be borne? _____

LIABILITY COVERAGE

- a) Explain the arrangements that have been made to ensure that all participants have **adequate health insurance** if travelling out of the province or country:

- b) If travelling out of the country, what provisions have been made regarding **proof of citizenship** or immigration status, and/or required vaccinations?

*Parents have been notified in writing that should the tour/program be cancelled for any reason the District is not responsible for any costs involved

INSURANCE AND ALTERNATE DESTINATION PLANS

Information to Parents

- Please include a sample of proposed letter or notices to parents.

Parental Consent Forms

- Please include a sample of proposed parental consent forms.

RETENTION OF KEY DOCUMENTATION

Following approval from the Assistant Superintendent, it is expected the Principal will retain on file all pertinent documentation (see Administrative Procedure 253). The sponsor teacher will complete all necessary forms. The Program File will be sent to the Assistant Superintendent just prior to departure.

PRINCIPAL'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

OTHER EDUCATOR'S SIGNATURE: _____

Upon receiving the update, the principal will submit to the Assistant Superintendent. Once signed by the Assistant Superintendent it will be returned to the principal.

FINAL SIGN OFF STUDENT EXCHANGE, SISTER SCHOOL OR HUMANITARIAN PROGRAM

School

Supervising Teacher

Travel Date

Destination

Purpose

Plan Update Signed Off

Assistant Superintendent Signature

Last revised: June 2017