

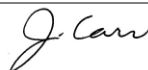


Administrative Regulation 311

1. Schools shall establish protocols for participating in student exchange programs. Areas such as the following must be considered:
 - a. clear objectives linked to the Alberta Education Programs of Study;
 - b. staff support, including whole staff as well as supervisors and participants;
 - c. community support, including resource people;
 - d. clear criteria for selecting participating students;
 - e. methods for selecting participating students;
 - f. communications plan, including provision for contact people;
 - g. organization, including time lines; and
 - h. safety, health, and insurance issues.

2. School Operations Services and Learning Support Services coordinate and facilitate reciprocal student exchange programs in the Edmonton Catholic Separate School District No. 7.
 - a. Schools are to consult Learning Support Services before participating in a student exchange program.
 - b. All exchanges are one-to-one reciprocal exchanges occurring in the same school year whenever possible.
 - c. Recommendations for exchanges will be brought forward from Learning Support Services to School Operations Services, who will determine whether approval is given.
 - d. Learning Support Services will monitor the application process by reviewing all proposed exchanges and ensuring that correct Alberta Education coding is being used at the school level.
 - e. Learning Support Services monitors exchange programs and establishes a preferred vendor list by screening potential student exchange organizations.
 - f. Learning Support Services submits the listing of students to School Operations Services, once student exchange programs have been approved.

3. This regulation applies to short, intermediate, and long term student exchange programs.

Reference: Alberta Education Policy 3.4.3	Approved: 
	Date Approved: April 3, 2000
Cross-reference:	Date(s) Revised: March 15, 2005; October 1, 2005