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DRAFT

NOVA SCOTIA – QUÉBEC  
STUDENT EXCHANGE PROGRAM  
PROGRAM GUIDE

NOVA SCOTIA DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT  
FRENCH SECOND LANGUAGE DIVISION

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## 1 PROGRAM OVERVIEW

The Nova Scotia-Québec Six-Month Student Exchange Program is designed to further second-language skills development and cultural awareness through an exchange between French Second Language high school students from Nova Scotia and English Second Language high school students from Québec.

From September to early December, participating Québec students live with Nova Scotia host families and attend the same school as their exchange partner.

From February to early May, participating Nova Scotia students live with and attend the same school as their exchange partner in Québec.

This Nova Scotia Department of Education and Early Childhood Development French Second Language Programs initiative is supported by the 2013 Canada-Nova Scotia Agreement on French-language Services (<http://www.capitaldocumentation.ca/documents/CanadaNSen.pdf>).

Participants in this exchange program can apply for an additional high school credit. An official application must be submitted by April 15<sup>th</sup> prior to the school year in which the exchange takes place. For more information, and the application form, please see: <https://fsl.ednet.ns.ca/content/cultural-experience-12-credit>

### 1.1 OBJECTIVES

The program's main objectives are to:

- support Nova Scotia students to improve their French language skills, and support Québec students to improve their English language skills
- foster cultural awareness and understanding
- encourage bilingualism
- develop students' independence and ability to adapt to a new environment
- expose students to another educational system

### 1.2 DEFINITIONS

**Provincial Coordinator:** appointed by the Nova Scotia Department of Education and Early Childhood Development and oversees all aspects of the exchange program

**French Second Language Coordinator:** appointed by their school board and coordinates French Second Language programs within their respective school boards

**Liaison Teacher:** appointed by the school principal and oversees the program and participants at the school level, with support from the principal

**participating students:** Nova Scotia students, aged 15 to 17 who have been accepted into the program and successfully paired with a Québec exchange partner

**parent(s)/guardian(s):** legal guardians of Nova Scotia students

**host family:** parent(s)/guardian(s) and sibling(s) of the exchange partner

### 1.3 COMMUNICATION

The line of communication between the various parties (for all non-emergency situations) is as follows:



### 1.4 COST

#### Registration Fee

Participating students and their families are required to pay a \$100 non-refundable registration fee. Payment in the form of a cheque made payable to “Minister of Finance” should reference the Nova Scotia-Québec Student Exchange Program and the name of the participating student. Cheques will not be cashed until both the Nova Scotia and the Québec families have agreed to the pairing arrangement. If a suitable pairing is not possible, the cheque will be returned to the family.

#### Travel Fees

The Department of Education and Early Childhood Development will cover travel related expenses between Nova Scotia and Québec. It should be noted that if a participating student needs to return home before the end of the exchange period, for a reason deemed unacceptable to the Department of Education and Early Childhood Development (i.e. homesickness or inability to adapt), or is required to return home due to unacceptable behavior, the parent(s)/guardian(s) of the student will be responsible for the return travel costs.

## Cost of Living

Food and living expenses for the Québec student are provided by the Nova Scotia host family. This is reciprocated for the Nova Scotia student by the Québec host family. Students are responsible for their own spending money and typically require \$500-\$700 for personal expenses.

## 2 APPLICATION AND SELECTION PROCEDURES

### 2.1 APPLICATION

1. The liaison teacher directs interested students and their parent(s)/guardian(s) to complete the online application on the Department of Education and Early Childhood Development website: <https://fsl.ednet.ns.ca/content/student-exchange-program-quebec>.
2. Once the application is complete, the liaison teacher informs the French Second Language Coordinator of potential participants.
3. Students submit the completed consent form and the \$100 non-refundable registration fee to the liaison teacher.

*While an application does not guarantee participation in the program, students who apply should begin planning their timetable for the next school year to better accommodate the exchange period in Québec.*

### 2.2 SELECTION

1. Upon receiving the consent form from the student, the selection committee conducts an interview with the candidate and their parent(s)/guardian(s) at the residence where the student from Québec will be staying.
2. Following the interview process, the selection committee (made up of the liaison teacher and/or the French Second Language Coordinator and/or the school principal) decides whether the candidate is eligible to participate in the program.

To be considered for the exchange, a student must:

- be a French Second Language student attending public school in Nova Scotia
- be between the ages of 15 and 17 during the exchange year
- have approval from the liaison teacher, the school, the school board, and their parent(s)/guardian(s)
- be willing to live in any part of Québec
- provide the incoming exchange student with suitable accommodation, family life, and social setting
- be able to organize their timetable to accommodate the three-month period in Québec
- be recommended by the selection committee (following the application/interview process)

3. The selection committee forwards their recommendation and the student's file to the French Second Language Coordinator and the Provincial Coordinator. Each student file consists of:
  - completed consent form
  - interview questionnaires
  - \$100 non-refundable registration fee
  - pictures of the student, their family and home (including the room in which the Québec student will be staying)

**The application, school recommendation, and complete student file must be submitted to the Provincial Coordinator by March 31st.** Failure to respect this deadline will result in the student being unable to participate in the exchange.

4. Once the student has been recommended to participate in the program, families should request Criminal Record, Vulnerable Sector and Child Abuse Register checks. The Criminal Record and Vulnerable Sector checks are available from the local RCMP, and the Child Abuse Register check is available from the Nova Scotia Department of Community Services. These checks are required for each member of the family who is 18 years of age or older and who will reside in the home during the exchange period. The fees associated with these checks are the responsibility of the participating families.

**Please note that the liaison teacher must submit these checks to the Nova Scotia Department of Education and Early Childhood Development by March 31st.** *The processing time for these checks may take a few weeks so it is suggested that families request the checks prior to the beginning of March.*

**Original documents are to be sent to:**

Provincial Coordinator of Nova Scotia – Québec Student Exchange Program  
Department of Education and Early Childhood Development  
French Second Language Division  
2021 Brunswick Street  
PO Box 578  
Halifax, Nova Scotia  
B3J 2S9

## 2.3 STUDENT PAIRING

The pairing of students from Nova Scotia and Québec takes place in April by the Nova Scotia Provincial Coordinator and the program administrator for Québec. The pairing is approved by the Director of Programs at the school board. Once approved, the Provincial Coordinator notifies the family, the host school and the French Second Language Coordinator, and forwards the student file to the Québec program administrator.

Pairing of students is considered official once the host schools and both families are in agreement. Communication between the families can begin once both families have agreed to the pairing but should not take place prior to authorization being given by the provincial coordinator.

In the event that a student and their parent(s)/guardian(s) decide to move to a different home or school, or if there is another significant change before September, the Provincial Coordinator will make arrangements to maintain or terminate the pairing.

***The Nova Scotia Provincial Coordinator and Québec program administrator will make every attempt to pair applicants but cannot guarantee that all applicants will be paired.***

## 2.4 WITHDRAWALS

There should be few, if any, student withdrawals after the pairing process; however, should a Nova Scotia student withdraw from the program, they must notify the liaison teacher and the Provincial Coordinator without delay. If possible, the Québec student will be paired with another Nova Scotia student with priority given to applicants who were not previously paired.

## 3 HOSTING PERIOD IN NOVA SCOTIA

### 3.1 COURSE SELECTION

When Québec exchange students arrive in September, the liaison teacher and the school guidance counsellor should take time to meet with them and plan or review their course selection. While in Nova Scotia, the Québec students are expected to follow a full schedule. The Québec and Nova Scotia program coordinators will visit schools in September and will offer student(s) further assistance in selecting appropriate courses.

Within the limits of each school's timetable, the following suggestions may be helpful:

- the Québec student will have a full, balanced schedule
- options such as drama, visual arts, and/or physical education will provide the Québec student opportunities to meet and communicate with Nova Scotia students in a more relaxed atmosphere
- providing course options not offered in Québec may make the exchange more interesting

Intramural sports and clubs provide further opportunities to meet people.

## 3.2 CHECK-INS

It is important that both the liaison teacher and the Québec student feel that they can share issues, concerns and successes with one another. It is suggested that the liaison teacher and the Québec student meet regularly, or as deemed necessary by either the student or the liaison teacher.

## 3.3 REPORT CARDS

Québec students receive the same Nova Scotia report card as their peers in November. The report card will be provided to the student, and a copy should be sent to both the Provincial Coordinator and the liaison teacher.

## 3.4 EMERGENCY SITUATIONS

In the event of a declared disaster or emergency, the host family has a responsibility to provide safety and security for the exchange student until the Department of Education and Early Childhood Development can make arrangements for their transportation home. The exchange student and their host family should attempt to contact the Provincial Coordinator to confirm their safety. The exchange student should also contact their family in Québec as soon as possible. The Provincial Coordinator will make every effort to contact the exchange student and their host family as soon as possible.

# 4 EXCHANGE PERIOD IN QUÉBEC

## 4.1 PREPARATION

### **Timetable Planning, Programming and Considerations**

Planning the Nova Scotia student's academic program for the exchange year should begin shortly after the student and their family are notified of a successful pairing in May. The schedule for the following year should be completed by the end of June.

Course selection is the responsibility of the student, but should be carried out in consultation with parents, teachers, guidance counsellor, school administrators and the liaison teacher. The liaison teacher should review the student's course selection and ensure that the student's academic progress will not be negatively impacted and that they will be eligible to receive Nova Scotia credits for year-long and second semester courses. The student should have the understanding and support of the school staff.

When planning courses for the exchange year, an important consideration is the student's absence for three months. Nova Scotia students are required to take an English class at each high school grade level, so it is encouraged that participating students take their English course during the first semester of the exchange year.



Students are expected to develop written plans with teachers for the completion of Nova Scotia course requirements. Students are expected to follow the agreed upon plans for meeting the requirements for Nova Scotia courses. While in Quebec, the student will have a full schedule in their host school and will not be able to fully devote themselves to Nova Scotia coursework. Therefore, it is recommended that Nova Scotia students complete most of their Nova Scotia course requirements before and after the Québec exchange period.

While students may have some time to work on their Nova Scotia courses during their time in Québec, it would be unreasonable to expect students to spend their exchange completing schoolwork. The purpose of the exchange is to offer the participating students a rich cultural experience designed to broaden their horizons and enhance their knowledge of the French language. Students should not be overwhelmed with schoolwork while in Québec or on their return to Nova Scotia in May.

## 4.2 EXCHANGE IN QUÉBEC

While the Nova Scotia student is in Quebec:

- the liaison teacher or the principal may have to remind staff of the reason for the student's absence - please note that Nova Scotia students are to be reported as present during their exchange period in Québec
- the liaison teacher or the Provincial Coordinator will check in with the Nova Scotia student three weeks into the exchange

## 4.3 RETURNING TO NOVA SCOTIA

Students who have returned from the exchange will likely go through a readjustment period and may require support. To help the returning students at this time, the liaison teacher and guidance counsellor should:

- discuss any coursework that needs completion, and help to create a schedule (if necessary)
- invite them to discuss their Québec experiences with other students
- coordinate a meeting with next year's applicants

The liaison teacher or the Provincial Coordinator will conduct a final assessment of the program once the student returns to Nova Scotia

# 5 RULES

## 5.1 GENERAL

The rules outlined below are part of the commitment that participating students and their families must make before participating in the Nova Scotia-Québec Student Exchange Program.

- It is essential that every member of the host family be supportive of the exchange program and committed to its success. It is important that each member of the family agree to participate in the exchange and actively support the new member of their family for the three-month period.
- Students and their parent(s)/guardian(s) must respect religious and cultural differences and be willing to adapt to a different lifestyle. The Nova Scotia student must also respect the customs and beliefs of their Québec host family.
- The Department of Education and Early Childhood Education reserves the right to dismiss any student who fails to uphold any of the rules contained within the Provincial Code of Conduct policy. In the event that a student is dismissed from the program, the Nova Scotia parent(s)/guardian(s) are responsible for all additional expenses incurred, including return transportation costs.

## 5.2 FOR PARTICIPATING NOVA SCOTIA STUDENTS

While living in Québec:

- students must comply with their host family's rules (meal times, curfews, etc.)
- use of drugs and/or alcohol is strictly forbidden
- students are forbidden to drive a motor vehicle during the exchange period in the province of Québec
- travel is only permitted if it is with adult members of the host family, the program coordinator, or is an outing supervised by a teacher from the host school - for all other travel arrangements, including international travel, students must obtain written permission from the Nova Scotia Provincial Coordinator and their parent(s)/guardian(s)
- employment is not permitted during the exchange period
- students must comply with the school rules, even if they differ from those of their home institution

## 6 INSURANCE

The parent(s)/guardian(s) of Nova Scotia students are responsible for obtaining any desired medical and liability insurance.

The Canada Health Act requires that the provinces and territories extend medically necessary hospital and physician coverage to their eligible residents during temporary absences from the province or territory (see: <http://www.hc-sc.gc.ca/hcs-sss/medi-assur/faq-eng.php#a8>). Sometimes there is a requirement for patients to pay 'up front' and seek reimbursement from their home provincial or territorial health insurance plan. The provision of additional benefits (e.g. prescription drugs, ground and air ambulance services) that provinces and territories provide are generally **not** portable outside one's home province/territory.

Most private health insurance plans provide coverage for ambulance services, prescription drugs and other additional benefits provided outside the home province/territory. The Department of Education and Early Childhood Development recommends that parent(s)/guardian(s) obtain supplemental medical insurance for their child for the duration of the exchange period in Québec if they do not already have adequate coverage through a private plan.

Parent(s)/guardian(s) should also notify their insurance company that an additional person will be living in their home for a period of three months.

## 7 ROLES AND RESPONSIBILITIES

### 7.1 PRIOR TO THE EXCHANGE

#### **The Provincial Coordinator will:**

- promote and administer the program
- coordinate communication among the various parties involved in the program
- distribute information regarding the exchange
- facilitate an information session for students and parent(s)/guardian(s)
- receive and process student applications and all other necessary documentation
- coordinate and complete the pairing process of approved Nova Scotia and Québec students
- ensure that each member of both the Nova Scotia and Québec families age 18 or older have provided the original Criminal Record and Vulnerable Sector Check and Child Abuse Registry (Nova Scotia only) documents
- ensure participating students and their parent(s)/guardian(s) sign the consent form
- collect medical and emergency information from all student participants and inform Québec host families of students who are required to take prescribed medication
- inform school board superintendents and program directors which students have been selected to participate in the exchange
- inform students and parent(s)/guardian(s) in writing of their responsibilities and requirements for the exchange
- contact the participating Nova Scotia schools to become familiar with students' academic programming

#### **The French Second Language Coordinator will:**

- organize and conduct Oral Proficiency Interviews (OPIs) for all Nova Scotia students interested in receiving the Cultural Experience 12 credit via the Nova Scotia/Quebec Exchange Program.

#### **The principal will:**

- identify the liaison teacher, in collaboration with the French Second Language Coordinator
  - *the liaison teacher should be:*

- familiar with Québec culture
  - fluent in French
  - knowledgeable about the exchange program
  - a good communicator
  - interested in promoting this exchange opportunity
  - able to mediate differences between the exchange students and/or their host families
- notify the French Second Language Coordinator of the selection of the liaison teacher (and any later changes)
  - promote the program and its activities, and demonstrate the benefits of the exchange to school and staff
  - inform school staff of the dates of the exchange and the student(s) who intend to participate
  - arrange travel to and from school for the Québec exchange student(s), in coordination with the liaison teacher and the French Second Language Coordinator

The school principal may also wish to participate in the selection process of the candidates for participation in the exchange program. Please note that this is not a requirement and some school principals choose to leave this task to the liaison teacher and/or French Second Language Coordinator

**The liaison teacher will:**

- confirm with the school principal and the French Second Language Coordinator that they will participate in the exchange program
  - promote the program in grade 9, 10 and 11 French Second Language classrooms
  - direct interested students to the online application form  
(<https://fsl.ednet.ns.ca/content/student-exchange-program-quebec> )
  - organize and conduct initial selection interviews
  - inform the French Second Language Coordinator and the principal of the number of applicants in the school
  - conduct home interviews of the potential participants and their families
  - participate in the selection of successful applicants
  - prepare and send complete student files to the Provincial Coordinator (see #3, Section 2.2 for a list of what to include in the student file)
- inform the participating students' teacher(s) of the rules of the exchange, with help from the principal
  - inform students of the details of participation
  - act as a liaison between exchange students, their host families, the Provincial Coordinator and the French Second Language Coordinator
  - ensure that students and parent(s)/guardian(s) understand that the exchange has an academic component
  - ensure that students and parent(s)/guardian(s) are aware of behavioural expectations during the exchange (see Provincial Code of Conduct policy at <https://www.ednet.ns.ca/sites/default/files/pubdocs-pdf/provincialschoolcodeofconduct.pdf>)

- prepare Nova Scotia students for the exchange by discussing language learning in an immersion setting and cultural differences

**Participating students will:**

- participate in an initial information session
- complete and submit all forms and documentation within the required timeframe
- communicate with their exchange partner (after June 1<sup>st</sup>)

**Parent(s)/guardian(s) will:**

- participate in an initial information session
- review all program information/documentation
- complete and submit all forms within the required timeframe
- complete a Criminal Record and Vulnerable Sector Check and a Child Abuse Register check, and ensure all members of the household 18 years or older have done the same
- inform the Provincial Coordinator if their child can no longer participate in the program
- inform the Provincial Coordinator of any living arrangement, family dynamic, or other significant changes that may affect the exchange
- review behavioural expectations with their child
- prepare space for the visiting Québec student – a separate bedroom is not essential but a separate bed is required, as is the availability of a private space where the exchange student may be alone if desired
- communicate with the parent(s)/guardian(s) of the Québec student and inform them about household rules
- notify their insurance company that an additional person will be living in their home for a period of three months

## 7.2 DURING THE EXCHANGE PERIOD IN NOVA SCOTIA

**The Provincial Coordinator will:**

- coordinate communication among the various parties involved in the program
- coordinate the reception and departure of Québec students in Nova Scotia
- conduct periodic evaluations of the exchange with the help of the liaison teachers and students
- provide mediation between parties involved in the program, if necessary

**The French Second Language Coordinator will:**

- act as the liaison between participating schools and the school board
- act as the liaison between participating schools and the Provincial Coordinator
- communicate and address any issues that arise between participating schools, the school board and the Provincial Coordinator

**The principal will:**

- welcome visiting Québec Exchange coordinators and student(s)
- provide assistance with scheduling to participating Nova Scotia and Québec students
- mediate at the school level
- waive any school-level registration fees for the Québec exchange student(s)
- ensure that visiting Québec student(s) receive their Nova Scotia report card before they return home in December

**The liaison teacher will:**

- act as a liaison between exchange students, their host families, the Provincial Coordinator and the French Second Language Coordinator
- welcome visiting Québec student(s) on their first day and organize a tour of the school
- assist visiting Québec student(s) with course selection
- maintain regular contact with the visiting Québec student(s) and the Nova Scotia host student
- help prepare the Nova Scotia student(s) for their exchange period in Québec
- assist Nova Scotia exchange student(s) in developing written plans with teachers for the completion of required coursework
- hold on-going discussions with the Nova Scotia participating student(s) to ensure their continued academic progress and ability to manage their course requirements before they leave for their exchange period in Québec
- maintain regular contact with the school liaison in Quebec in order to facilitate the integration of both parties

**Participating students will:**

- be present for their Québec exchange partner
- develop written plans with teachers for the completion of required coursework (with support from the liaison teacher)
- comply with all rules related to the program

**Parent(s)/guardian(s) will:**

- commit to ensuring the custody, supervision, and education of the visiting student, under conditions that are in the student's best interests and that respect the student's rights
- meet the Québec exchange student at the Halifax Stanfield International Airport upon their arrival in Nova Scotia, and accompany them back to the airport on the day of their return flight
- provide a warm and welcoming environment
- treat the exchange student as part of the family and invite and encourage participation in family events
- provide three balanced meals a day and laundry facilities
- clearly explain house rules and expectations

- provide suitable cultural and recreational experiences (this may include travel within the province, local sight-seeing, etc. – costs should be covered by the host family)
- host the Québec student in a completely Anglophone context and use English to communicate when engaging in family activities (i.e. television shows, conversations, etc.)
- inform the parent(s)/guardian(s) of the visiting Québec student, the Provincial Coordinator and the liaison teacher if they wish to travel to another country during their hosting period, and ensure all agree to the arrangements
- devote time to spend with the Québec student, while at the same time allowing the student a certain degree of autonomy
- ensure that teachers are aware that their own child will be absent during the three-month exchange period in Québec
- ensure that their own child has adequate medical insurance coverage for the three-month exchange period in Québec

### 7.3 DURING THE EXCHANGE PERIOD IN QUÉBEC

#### **The Provincial Coordinator will:**

- make travel arrangements and accompany Nova Scotia students to Québec
- communicate with Québec host schools to coordinate the Nova Scotia students' schedules

#### **The liaison teacher will:**

- complete early and mid-term phone check-ins with Nova Scotia students while they are in Québec

#### **Participating students will:**

- meet expectations of both their host family and their Nova Scotia family regarding appropriate behaviour and conduct, and comply with the Provincial Code of Conduct policy (found at <https://www.ednet.ns.ca/sites/default/files/pubdocs-pdf/provincialschoolcodeofconduct.pdf>)
- respect the house rules of their host family in Québec and contribute to the completion of daily chores
- be respectful and polite at all times
- bring any required medication
- make every effort to communicate in French to the best of their ability and limit conversation in English
- accept the schedule offered by the host school recognizing that Québec schools do not have a semester system and do not offer the same programs as Nova Scotia
- attend all classes and attempt to complete coursework assigned by the host school

**Parent(s)/guardian(s) will:**

- ensure their child is provided with sufficient funds for personal expenses for their three-month stay in Québec (\$500-700 is usually adequate)
- ensure their child has any required medication(s) and communicate with host family about child's medical needs, if needed
- ensure that their own child has adequate medical insurance coverage for the three-month exchange period in Québec
- encourage their child to continue with the exchange, even though initial difficulties in adapting may be experienced
- inform the liaison teacher and the Provincial Coordinator ([cultural.exchange@novascotia.ca](mailto:cultural.exchange@novascotia.ca)) before any travel arrangements are made, if the Nova Scotia student must return home before the end of the exchange period
- inform the liaison teacher of any major difficulty their child may encounter during the program
- not request a new host family once the exchange program has commenced - if a situation arises that cannot be resolved, the Provincial Coordinator will investigate the situation by consulting all parties involved

#### 7.4 FOLLOWING THE EXCHANGE

**The Provincial Coordinator will:**

- conduct final evaluations of the exchange with the liaison teacher and students

**Participating students will:**

- ensure that all Nova Scotia course requirements are completed as per the plans they developed with their teachers



## Timeline

Year Prior to the Exchange	Year of the Exchange
<p><b>September to December</b></p> <ul style="list-style-type: none"> <li>school principals contact the Provincial Coordinator at the Department of Education and Early Childhood Development (at <a href="mailto:cultural.exchange@novascotia.ca">cultural.exchange@novascotia.ca</a>) and their French Second Language Coordinator with intent to participate in the exchange program</li> <li>liaison teacher is identified by the school principal, in coordination with the French Second Language Coordinator</li> <li>promotion of the program begins</li> </ul> <p><b>November</b></p> <ul style="list-style-type: none"> <li>application forms are available online</li> </ul> <p><b>December</b></p> <ul style="list-style-type: none"> <li>schools begin the selection process and confirm that students meet all eligibility requirements (see Section)</li> <li>liaison teachers conduct in-home interviews</li> </ul> <p><b>March</b></p> <ul style="list-style-type: none"> <li>application, consent form and registration fee are submitted to the liaison teacher, who then forwards the complete file to the Provincial Coordinator <b>by March 31st</b>, at: Provincial Coordinator of Nova Scotia – Québec Student Exchange Program Department of Education and Early Childhood Development French Second Language Division Brunswick Place 2021 Brunswick Street PO Box 578 Halifax, Nova Scotia B3J 2S9</li> </ul> <p><b>April</b></p> <ul style="list-style-type: none"> <li>processing and pairing of student files</li> </ul> <p><b>May</b></p> <ul style="list-style-type: none"> <li>selected participants and schools are notified</li> <li>students, parent(s)/guardian(s) and liaison teachers receive Québec student files</li> </ul> <p><b>June</b></p> <ul style="list-style-type: none"> <li>communication begins between Nova Scotia and Québec families once both have received confirmation of the successful pairing arrangement</li> </ul> <p><b>July</b></p> <ul style="list-style-type: none"> <li>continuing communication between Nova Scotia and Québec families</li> </ul> <p><b>August</b></p> <ul style="list-style-type: none"> <li>Nova Scotia families and schools are advised of Québec students' arrival times</li> </ul>	<p><b>September</b></p> <ul style="list-style-type: none"> <li>Québec students arrive in Nova Scotia (host parents are present at the Halifax Stanfield International Airport to greet the exchange student)</li> <li>a representative from the Québec Department of Education arrives in Nova Scotia to check-in with Québec students (a schedule of their visit is sent out to school principals, the French Second Language Coordinator and the School Board Director of Programs)</li> <li>an information session is held prior to the arrival of Québec students to inform participating Nova Scotia students about the exchange, and to answer any questions or concerns that families may have</li> </ul> <p><b>October</b></p> <ul style="list-style-type: none"> <li>mid-term check-in/evaluations are conducted by Québec teachers (by phone, skype / facetime, in home)</li> </ul> <p><b>November</b></p> <ul style="list-style-type: none"> <li>Québec students' report cards are completed and a copy is given to students, their liaison teacher and the Nova Scotia Provincial Coordinator</li> </ul> <p><b>December</b></p> <ul style="list-style-type: none"> <li>Québec students return home</li> <li>Nova Scotia students begin preparation for their departure for Québec</li> </ul> <p><b>January</b></p> <ul style="list-style-type: none"> <li>Nova Scotia students ensure that they have a plan in place to complete outcomes for Nova Scotia courses</li> </ul> <p><b>February</b></p> <ul style="list-style-type: none"> <li>Nova Scotia students leave for Québec accompanied by the Nova Scotia Provincial Coordinator</li> <li>check-in/evaluations by Nova Scotia liaison teacher (by phone)</li> <li>Provincial Coordinator checks in with Nova Scotia students and their families/guardians in Nova Scotia (by phone)</li> </ul> <p><b>March</b></p> <ul style="list-style-type: none"> <li>mid-term check-in/evaluations are conducted by Nova Scotia liaison teachers (by phone)</li> </ul> <p><b>April – Early May</b></p> <ul style="list-style-type: none"> <li>Nova Scotia students return home accompanied by the Nova Scotia Provincial Coordinator</li> </ul>

## Student File Checklist for Nova Scotia Provincial Coordinator

Once Nova Scotia and Québec students have been accepted for the Nova Scotia-Québec Student Exchange Program, files will be shared with the Provincial Coordinator, liaison teacher, and family of their host province.

Each student file should contain:

- photos of student, family and home
- a copy of the interview questionnaire, completed by the liaison teacher or designated selection committee member(s)

In addition, the Provincial Coordinators from Nova Scotia and Québec both require and acknowledge that:

- a home visit has taken place
- participating students, their legal guardians and their school principal (Nova Scotia only) have signed a consent form
- each person living in the host household 18 years or older has a Criminal Record and Vulnerable Sector Check completed prior to the beginning of the exchange program  
*[There were \_\_\_\_\_ (#) Criminal Record and Vulnerable Sector Checks completed for host family of \_\_\_\_\_ (name)]*

**NOVA SCOTIA ONLY:** each person living in the host household that is 18 years or older has had a Child Abuse Register check completed if the Québec exchange student is under the age of 16  
*[There were \_\_\_\_\_ (#) Child Abuse Register checks completed for host family of \_\_\_\_\_ (name)]*

This file has been compiled and verified by the Provincial Coordinator for Nova Scotia

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name

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signature of the Nova Scotia Provincial Coordinator

## Student File Checklist for Québec Provincial Coordinator

Once Nova Scotia and Québec students have been accepted for the Nova Scotia-Québec Student Exchange Program, files will be shared with the Provincial Coordinator, liaison teacher, and family of their host province.

Each student file should contain:

- photos of student, family and home
- a copy of the interview questionnaire, completed by the liaison teacher or designated selection committee member(s)

In addition, the Provincial Coordinators from Nova Scotia and Québec both require and acknowledge that:

- a home visit has taken place
- participating students, their legal guardians and their school principal (Nova Scotia only) have signed a consent form
- each person living in the host household 18 years or older has a Criminal Record and Vulnerable Sector Check completed prior to the beginning of the exchange program  
*[There were \_\_\_\_\_ (#) Criminal Record and Vulnerable Sector Checks completed for host family of \_\_\_\_\_ (name)]*

This file has been compiled and verified by the Provincial Coordinator for Quebec

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name

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signature of the Québec Provincial Coordinator