

MANITOBA-QUÉBEC EXCHANGE PROGRAM

SCHOOL GUIDE

Canada 

Manitoba 

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Manitoba Education
Bureau de l'éducation française
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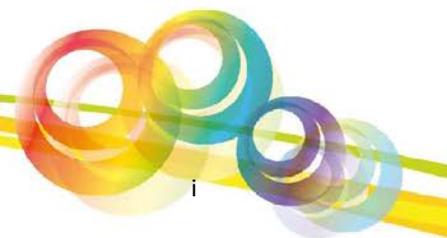
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Please note that the department could make changes to the online version.

Ce document est disponible en français.

PROGRAM OVERVIEW	1
TIMELINE.....	2
APPLICATION PROCEDURE	3
SCHOOL PRINCIPAL'S ROLE	4
- School Registration	
- Other Responsibilities	
- Identifying the Liaison Teacher	
LIAISON TEACHER'S ROLE	5
PROVINCIAL COORDINATOR'S ROLE	6
BEFORE THE EXCHANGE	7
- Planning the Course Selection with the Manitoba Student	
- Withdrawals	
DURING THE EXCHANGE FOR THE QUÉBEC STUDENT	9
- Assist the Québec Student with Course Selection	
- Being Available to the Student	
- Québec Students' Assessment Report (see Appendix)	
- Québec Student's Departure	
DURING THE EXCHANGE FOR THE MANITOBA STUDENT	11
- Preparation	
- Student Initiated Project (SIP) – Credit requirement	
- While Manitoba Student is in Québec	
AFTER THE EXCHANGE.....	12
FOR FUTURE APPLICANTS.....	12
- November to March	
APPENDIX: Assessment Report for the Québec Student in Manitoba	



PROGRAM OVERVIEW

The Manitoba-Québec Exchange Program is a reciprocal program that involves the pairing of students from each province.

The program's objectives are:

- Improve students French language communication skills.
- Improve students' confidence to speak French.
- Develop students' bilingual identity.
- Create lifelong opportunities and foster openness to other languages and cultures.
- Develop students' greater independence and self-esteem.

From September to December, Québec students live with their Manitoba host families and both students attend the same school. In turn, starting in February the Manitoba students live with their Québec host families and both students attend school in Québec for the same length of time and under the same conditions.

While in their host province, students are expected to speak the official language of the majority in that province and to get involved in a variety of cultural activities.

The success of the program depends upon the *commitment* of the **participating students, their family and their school**.

This guide has been designed for the school participating in the program, as well as those who may be considering future participation.

TIMELINE

YEAR BEFORE THE EXCHANGE	YEAR OF THE EXCHANGE
<p>November to February</p> <ul style="list-style-type: none"> • advertising of the program begins • liaison teacher is identified • on behalf of the school, the school divisions apply to the Department of Education to participate in the exchange • student fill out the application form, available on the website <p>February</p> <ul style="list-style-type: none"> • schools begin the selection process • schools conduct in-home interviews of potential candidates <p>March</p> <ul style="list-style-type: none"> • maximum of five high quality applications per school are submitted to the Department • family members over 18 years of age start the process to obtain a Criminal Record Check and a Child Abuse Registry Check <p>April</p> <ul style="list-style-type: none"> • processing and matching of student files • pairing of eligible candidates done by provincial coordinators <p>May</p> <ul style="list-style-type: none"> • selected participants and schools are notified • students and liaison teachers receive Québec student files • families must submit the Criminal Record check and the Child Abuse Registry check to the Department <p>June</p> <ul style="list-style-type: none"> • correspondence/communication begins between Manitoba and Québec families (by email, phone, social medias, etc.) <p>July</p> <ul style="list-style-type: none"> • continuing communication between Manitoba and Québec families <p>August</p> <ul style="list-style-type: none"> • Manitoba families and schools are advised of Québec students' arrival times 	<p>September</p> <ul style="list-style-type: none"> • orientation session for Manitoba families and liaison teachers before the arrival of Québec students • Québec students arrive in Manitoba <p>October</p> <ul style="list-style-type: none"> • mid-term evaluation interviews conducted by Québec teachers (by phone) <p>End of November</p> <ul style="list-style-type: none"> • Québec students' assessment report are completed by Manitoba teachers <p>December</p> <ul style="list-style-type: none"> • Québec students return home • Manitoba students prepare for their trip to Québec <p>January</p> <ul style="list-style-type: none"> • Manitoba students ensure that they are caught up and/or are prepared to catch up on school work which will be missed while on exchange <p>February</p> <ul style="list-style-type: none"> • Manitoba students leave for Québec • student interviews by Manitoba provincial coordinator (in person or by phone) <p>Beginning of March</p> <ul style="list-style-type: none"> • evaluation interviews are conducted by liaison teacher from the Manitoba school, after 3 or 4 weeks stay (by phone) <p>April</p> <ul style="list-style-type: none"> • Manitoba students return home

APPLICATION PROCEDURE

1. The student and his/her parents are to fill out the *Application Form* electronically. The student must then submit the application form to the person responsible for the exchange program at the school (liaison teacher).
2. The liaison teacher must advise the school division of the student's potential participation in the exchange program and ask the division to fill out the *School Division Participation Request Form*.
3. Upon receiving the duly completed application from the student, **the liaison teacher** will conduct an interview with the candidate and his or her parents or guardians at the residence where the student from Québec will be staying.
4. After the interview process is complete, the committee will evaluate the candidate and decide whether the candidate is qualified to participate in the program. If so, the liaison teacher will prepare the student's file to be submitted to the Department of Education.
5. The student registration file of the student recommended by the school shall consist of two duly completed documents: the *Application Form* and the *Interview Questionnaire*.
6. For each student recommended by the school, the liaison teacher will not only mail a copy of the student's registration file to the program coordinator at the Bureau de l'éducation française, but will also submit the file electronically. He or she should also keep a copy for reference.
7. The complete file must be submitted to the Department before the **end of March**.

SCHOOL PRINCIPAL'S ROLE

SCHOOL REGISTRATION

Prior to participation in the Manitoba-Québec Exchange Program, school divisions are required to register the school in the program by completing the *Participation Request Form*. Registration is intended primarily to provide contact names for the exchange, to ensure each school's willingness to participate, and to clarify the various participants' responsibilities.

Note: If the student wishing to participate in the program is currently enrolled in junior high and will be changing school for the upcoming year, make sure that the school division registers the student's high school.

OTHER RESPONSIBILITIES

Your role will include:

- identifying the liaison teacher;
- notifying the provincial coordinator of the selection of a liaison teacher and of any later changes in this designation;
- supporting the decisions and actions of the liaison teacher;
- waiving school fees for Québec exchange students;
- arranging the transport if the student needs to take the school bus;
- officially welcoming Québec exchange coordinators and students who will be visiting;
- mediating at the school level;
- assuring assistance to participating students in timetable planning;
- helping to promote the program and its activities, and to demonstrate the benefits of the exchange to your school.
- accepting the Québec school's attendance record for your Manitoba student;

You may also wish to take part in the selection process of candidates for the exchange program. Some principals choose to leave this responsibility to a committee.

IDENTIFYING THE LIAISON TEACHER

The person selected is pivotal in a successful exchange. This person should be:

- familiar with Québec culture;
- preferably, but not necessarily fluent in French;
- knowledgeable about the exchange program;
- a good communicator who is also willing to listen;
- interested in promoting exchange opportunities and providing information about current exchanges;
- able to mediate differences between the exchange students and/or their families.

LIAISON TEACHER'S ROLE

The liaison teacher has a challenging and exciting role in enhancing cultural awareness. As liaison teacher, you will be responsible for:

- promoting the program and its activities;
- acting as chairperson of the student selection committee;
- conducting home interviews for potential candidates;
- acting as a liaison between exchange students, their families, and the provincial coordinator;
- informing students of the details of participation;
- informing school staff members of the exchange students' arrival and departure dates;
- arranging for meeting between the principal, the guidance counsellor and the visiting exchange coordinator, if required;
- assisting visiting students with course selection, and working to ensure that the Manitoba exchange students continue to meet all of their academic responsibilities;
- assisting participating Manitoba students with the process of obtaining their credit;
- ensuring that the teachers fill out the assessment report for each Québec student before they return home in November (see Appendix);
- conducting an evaluation (by phone) when the Manitoba student is in Québec.

PROVINCIAL COORDINATOR'S ROLE

The exchange program is administered and coordinated at the provincial level. The primary tasks of the provincial coordinator are to assist the schools to become involved, to explain the exchange process, and to act as a resource person for liaison teachers. More specifically, the provincial coordinator's tasks include:

- coordinating communication among the various parties;
- distributing information related to the exchange program;
- receiving applications approved by the school's selection committee;
- coordinating and completing the matching process;
- coordinating the arrival of Québec students to Manitoba;
- conducting periodic and final evaluations of the program with the liaison teachers and students;
- making travel arrangements for the Manitoba students' trip to Québec;
- upon request, providing mediation between partner schools involved in the exchange.

The provincial coordinator may be contacted at:

Manitoba-Québec Exchange Program
Bureau de l'éducation française
309 - 1181 Portage Avenue
Winnipeg MB R3G 0T3
Phone: 204-945-6024
Toll free: 1-800-282-8069, ext. 6024
Email: Danielle.Parent@gov.mb.ca

BEFORE THE EXCHANGE

When the provincial coordinator notifies the students in May with the results of the match, **the liaison teacher** will receive a copy of the file sent to the Manitoba applicant that describes the proposed partner.

At this point, the liaison teacher can assist by:

- offering suggestions and support to the Manitoba student when corresponding with the Québec partner and family;
- communicating to the provincial coordinator any changes in address, phone number, etc., of the selected Manitoba students;
- assisting the Manitoba student and family in making course selections and planning schoolwork for the exchange year;
- corresponding with the Québec liaison teachers to respond to any of their concerns regarding the needs of their students;
- planning course selection for the Québec student.

The liaison teacher will also receive a copy of the letter sent to applicants who were not matched.

PLANNING THE COURSE SELECTION WITH THE MANITOBA STUDENT

Planning the student's course for the exchange year should begin shortly after the student is notified of a successful match, which normally occurs in May. The timetable should be completed by the end of June.

The course selection is the responsibility of the student who should consult with school administrators, teachers, guidance personnel, and the liaison teacher as required. The liaison teacher should double-check the student's selection and ensure that the student has the understanding and support of school staff and that the student's academic progress will be as normal as possible under the circumstances.

The major consideration in setting up the course selection is the student's absence for three months. While away, the student will have a full schedule in the Québec school and will not be able to continue with Manitoba schoolwork. The time in Québec must be devoted to full participation in the life of the family, the school, and the community. School classes in Québec will not be fully congruent with that which would have occurred in Manitoba. Tremendous personal growth and unparalleled life skills learning will easily compensate for this minor shortcoming. **It is critical that this aspect of the exchange experience be recognized and endorsed by school administrators and all teachers involved.**

Special timetabling arrangements may be made so that individual student's course requirements are met. In general, however, it should not be necessary for students to make up assignments they missed while in Québec.

WITHDRAWALS

If care is taken in the initial selection process to ensure the participation of enthusiastic and committed applicants, there should be few, if any, student withdrawals after the matching process is completed. However, occasionally a withdrawal is essential, for instance, when a family moves, a health problem develops or when a family emergency occurs.

Should a Manitoba student withdraw, he/she must **immediately** notify the liaison teacher and the provincial coordinator. The student must also write a letter to his/her partner and the Québec family explaining the circumstances leading to this decision. A copy of this letter must be sent to the provincial coordinator.

If possible, the Québec student will be matched with another Manitoba student. Priority will be given to finding an appropriate partner among the unmatched applicants.

DURING THE EXCHANGE FOR THE QUÉBEC STUDENT

The Québec students usually arrive in Manitoba at the beginning of September and return to Québec during the first week of December.

During this period, **the liaison teacher** should:

- remind all staff during the first week of September of the Québec student's arrival;
- assist the Québec student with course selection (see below);
- welcome the Québec student to school the day of his/her arrival;
- maintain close contact in September with both partners, as this is a time when misunderstandings may occur;
- work with students and family to solve any problems that may arise;
- contact the provincial coordinator if there are any serious problems;
- ensure that each teacher has completed the assessment report (see Appendix) for the Québec student.

ASSIST THE QUÉBEC STUDENT WITH COURSE SELECTION

While in Manitoba, the Québec students are expected to follow a full schedule. When Québec students arrive in September, the liaison teachers must take time to meet with them, give them a tour of the school and plan or review their course selection. During their visit in September, the Québec coordinator will offer students further assistance in selecting appropriate courses.

The Québec students must be made aware that they are to be treated as other students. They are to do the same assignments and tests as the other students in the class to the extent that they are able.

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

- the Québec student will have a full, balanced schedule;
- two or three options (e.g. Drama, Art, Home Economics, etc.) and Physical Education will give the Québec student opportunities to meet and communicate with other students in a more relaxed atmosphere;
- options not offered in Québec may make the three-month stay in Manitoba more interesting;
- Social Studies may be a better choice than English if the student's ability in English is limited;
- intramural sports and clubs may provide variety in the student's school life and provide opportunities to meet more people.

BEING AVAILABLE TO THE STUDENT

The role of the liaison teacher is crucial during the Québec student's stay. Both partners should feel that they can share issues, difficulties, and successes with the teacher. Without their usual support groups, the Québec student will need the help of the liaison teacher. A regular weekly meeting of at least five minutes would be helpful.

QUÉBEC STUDENTS' ASSESSMENT REPORT (APPENDIX)

Québec students should be evaluated in November along with all the other students. The form to be used for the Québec students will be provided by the provincial coordinator. The original assessment report is given to the provincial coordinator and a copy is given to the Québec student prior to departure in December. One copy should stay at the school.

QUÉBEC STUDENT'S DEPARTURE

When the Québec student leaves in December, the school might wish to present the student with mementos such as a school pin, crest, sweatshirt, etc.

Note: The school might consider providing the Québec student with a copy of the yearbook when it becomes available.

DURING THE EXCHANGE FOR THE MANITOBA STUDENT

PREPARATION

Manitoba students will need support in order to prepare for their departure in February. Some of them may be anxious. At this time, the liaison teacher should:

- discuss course planning for their time in Québec schools, and correspond with Québec counterpart(s) regarding any special requests;
- assist Manitoba exchange students in obtaining, as needed, written agreements with teachers indicating how the missed work will be completed. As much as possible, this should be done prior to departure. Students who have completed the exchange say that the more work done prior to their departure, the easier it is when they return;
- discuss course work completion;
- discuss packing of clothes and other items;
- remind students of exchange commitments for the second phase;
- discuss language learning in an "immersion" setting, cultural differences, etc., to better prepare the student.

STUDENT INITIATED PROJECT (SIP) – CREDIT REQUIREMENT

High school students in Manitoba can submit a request to obtain a high school credit towards graduation for their participation in the Manitoba-Québec Exchange Program.

Prior to participating in the exchange, students must:

- Fill out the *Student Initiated Project Registration Form*, obtain the appropriate signatures (parent, principal, superintendent) and send it to the Department of Education. The form is available online at <http://www.edu.gov.mb.ca/k12/docs/support/ldc/>.

After completing the exchange, students will submit to the liaison teacher, the following documents:

- a copy of their schedule while in Quebec;
- their *Journal et portfolio*.

The *Fiche d'appréciation de l'élève en visite au Québec* is also a document required in order to obtain a credit; the Provincial coordinator will send it to the liaison teacher as soon as she receives it.

The liaison teacher will assess the documents received and will contact the provincial coordinator of the exchange program to inform her whether the school will award a credit to the student. If awarded, the Department will send a letter to the school principal indicating that the credit has been granted.

WHILE MANITOBA STUDENT IS IN QUÉBEC

The liaison teacher:

- may have to remind the staff why the students are away. Manitoba students are to be reported as present during their time in the Québec schools;
- conduct phone assessment with the student in Québec after three (3) weeks in Québec;
- conduct a final assessment when the student returns to Manitoba.

AFTER THE EXCHANGE

Students who have returned from the exchange will go through another adjustment period and may require support. **The liaison teacher** will need to be understanding at this time, listening to their experiences and making suggestions (if necessary).

To help students during this period, the liaison teacher should:

- discuss any course work which needs completion, and help to draw up a schedule;
- invite them to discuss their Québec experiences with other students, this is a real ego booster;
- coordinate a meeting with next year's successful candidates;
- consider calling upon past participants in the exchange program to provide support to both returning students and those selected for the following year – this might be in the form of a club;
- ensure that the yearbook tells the story of the exchange;
- arrange a meeting with the school board (possibly a dinner or attendance at a board meeting) to talk about the exchange.

FOR FUTURE APPLICANTS

NOVEMBER TO MARCH

The liaison teacher:

- promotes the student exchange program;
- distributes application forms to next year candidates;
- ensures that all of next year applicants have been interviewed;
- ensures that school/school division have registered with the Department to participate in the program (view *Participation Request Form* online);
- in consultation with the school principal, selects up to five candidates;
- submits the original student registration file (hard copy) of each new applicant, as well as a copy of the electronic file, to the provincial coordinator. Keep a copy of the student file at the school.

Note: The matching of applicants is done in April, therefore, applications must be received no later than the end of March.

If you have any questions, concerns or comments, please contact the provincial coordinator (see page 6 for contact information).

**ASSESSMENT REPORT
FOR THE QUÉBEC STUDENT IN MANITOBA**

Family Name and Given Name of Québec Student

Family Name and Given Name of Manitoba Student

Name of Host School in Manitoba

Name of Coordinator in Host Manitoba School

GENERAL EVALUATION					
A - Excellent	B - Good	C - Satisfactory	D - Fair	E - Weak	F - Unsatisfactory
Subject: _____	Effort:	A B C D E F	Comments _____ _____ _____		
Teacher: _____	Oral Comprehension:	A B C D E F			
Number of hours absent: _____	Progress:	A B C D E F			
	Attitude:	A B C D E F			
	Collaboration:	A B C D E F	Comments _____ _____ _____		
Subject: _____	Effort:	A B C D E F	Comments _____ _____ _____		
Teacher: _____	Oral Comprehension:	A B C D E F			
Number of hours absent: _____	Progress:	A B C D E F			
	Attitude:	A B C D E F			
	Collaboration:	A B C D E F	Comments _____ _____ _____		
Subject: _____	Effort:	A B C D E F	Comments _____ _____ _____		
Teacher: _____	Oral Comprehension:	A B C D E F			
Number of hours absent: _____	Progress:	A B C D E F			
	Attitude:	A B C D E F			
	Collaboration:	A B C D E F	Comments _____ _____ _____		

ANNEXE

This Assessment Report must be completed by the teachers in the host school involved in the Manitoba-Québec Exchange Program. Forward the original to the province coordinator, give a copy to the student and keep a copy at the school.

GENERAL EVALUATION

A - Excellent	B - Good	C - Satisfactory	D - Fair	E - Weak	F - Unsatisfactory
Subject: _____	Effort: _____	A B C D E F	Comments _____ _____ _____		
Teacher: _____	Oral Comprehension: _____	A B C D E F			
Number of hours absent: _____	Progress: _____	A B C D E F			
	Attitude: _____	A B C D E F			
	Collaboration: _____	A B C D E F			
Subject: _____	Effort: _____	A B C D E F	Comments _____ _____ _____		
Teacher: _____	Oral Comprehension: _____	A B C D E F			
Number of hours absent: _____	Progress: _____	A B C D E F			
	Attitude: _____	A B C D E F			
	Collaboration: _____	A B C D E F			
Subject: _____	Effort: _____	A B C D E F	Comments _____ _____ _____		
Teacher: _____	Oral Comprehension: _____	A B C D E F			
Number of hours absent: _____	Progress: _____	A B C D E F			
	Attitude: _____	A B C D E F			
	Collaboration: _____	A B C D E F			
Subject: _____	Effort: _____	A B C D E F	Comments _____ _____ _____		
Teacher: _____	Oral Comprehension: _____	A B C D E F			
Number of hours absent: _____	Progress: _____	A B C D E F			
	Attitude: _____	A B C D E F			
	Collaboration: _____	A B C D E F			

Signature: _____
Coordinator in Host Manitoba School

Date: _____