

## CULTURAL EXCHANGE PROGRAM - PLANNING TIMELINE

*The sponsoring principal or Curriculum and Instruction (C&I) Office Head and chaperoning teacher shall complete the items listed on the timeline, according to their respective responsibilities. Immediately prior to departure, provide a completed copy to the Executive Director, Special Programs.*

Home School/C&I Office: \_\_\_\_\_

Dates of Cultural Exchange: From \_\_\_\_\_ To \_\_\_\_\_

Sponsoring Principal/ C&I Office Head: \_\_\_\_\_

Name of Foreign Host School \_\_\_\_\_ Country \_\_\_\_\_

Address of Host School \_\_\_\_\_

Chaperoning Teacher(s) \_\_\_\_\_ Alternate \_\_\_\_\_

Timeline Completed \_\_\_\_\_

Signature - Executive Director of Special Programs

Date Completed	Initial	
		<b>At least six months prior to trip:</b>
_____	_____	1. Schedule a pre-planning conference with the Office of the Executive Director, Department of Special Programs.
_____	_____	2. In consultation with the Executive Director of Special Programs, obtain necessary signatures on the Cultural Exchange Agreement form.
_____	_____	3. In consultation with the Executive Director of Special Programs, identify dates of the cultural exchange.
_____	_____	4. Determine that reasonable appropriate accommodations that are handicap accessible are available.
_____	_____	5. Complete the Cultural Exchange Proposal form and collect the Cultural Exchange Chaperone Agreement form.
_____	_____	6. Obtain Superintendent's signature on the Cultural Exchange Proposal form.
_____	_____	7. If approval is granted, forward the Cultural Exchange Proposal form to the Executive Director of Special Programs.
_____	_____	8. Conduct an initial information meeting.
_____	_____	9. Develop a plan for appropriate fundraising activities, reviewing county fundraising procedures.
_____	_____	10. Obtain student commitment to the cultural exchange.
_____	_____	11. Arrange transportation.

Date Completed	Initial	
		<b>Five months prior to the trip:</b>
_____	_____	1. Compile a packet of materials that includes cultural exchange information regarding detailed financial information, payment deadlines, travel and trip cancellation and refund policies, passport, visa, vaccination requirements, transportation for the Cultural Exchange Agreement.
_____	_____	2. Conduct pre-travel student/parent orientation meetings to address the following: <ul style="list-style-type: none"> <li>• Student Behavior Expectations, (including Board of Education Policy 5550, <i>Students: Conduct-Behavior</i>, and Policy 5560, <i>Students: Conduct-Suspension and Expulsion</i>).</li> <li>• Provisions for return of students to the United States.</li> <li>• Cultural exchange cancellation policy, availability of travel insurance, and the refund schedule.</li> <li>• Expenses, not included in the costs, such as required inoculations, passport/visa expenses, and personal expenses.</li> <li>• Options for student culminating projects.</li> </ul>
		<b>Four months prior to the trip:</b>
_____	_____	1. Determine if the necessary travel documents have been obtained and, in the case of passports, duplicate the first page (to accompany the chaperoning teacher on the trip) as an emergency precaution.
_____	_____	2. Conduct a travel orientation meeting to discuss luggage limitations, clothing and electrical appliance requirements, packing guidelines, and housing.
_____	_____	3. Collect the Cultural Exchange Parent/Guardian Permission form and money. Follow site-based deposit procedures for all funds as indicated in Superintendent’s Rule 3125, <i>School Activity Funds</i> .
_____	_____	4. Finalize housing arrangements. If applicable, obtain a list of host families.
_____	_____	5. Consult the Executive Director of Special Programs for the most recent U.S. Department of State’s Public Announcements regarding foreign travel advisories.
		6. Conduct meeting with students and chaperoning teachers to review academic expectations based on the Cultural Exchange Student Project Proposal Form and the Cultural Exchange Evaluation Form.
		<b>Three months prior to the trip:</b>
_____	_____	1. Monitor student progress on academic expectations.
_____	_____	2. Send student project proposals to appropriate curriculum office(s) for validation.
		<b>One month prior to the trip:</b>
_____	_____	1. Confer with school nurse on students’ health histories, authorization for medications or medical treatments, and plan for administration. Collect the Cultural Exchange Student Health

Date Completed	Initial	
		History form and Cultural Exchange Authorization to Administer Medications/Treatments form.
_____	_____	2. Develop a “telephone tree” for notifying parents/guardians of a safe arrival as well as a contingency plan for emergency communication with participants and their families.
_____	_____	3. Consult the Executive Director of Special Programs for the most recent U.S. Department of State’s Travel Warnings regarding foreign travel advisories.
		4. Complete rubric chart, Cultural Exchange Evaluation, before the exchange, to assess readiness.
		<b>One week prior to the trip:</b>
_____	_____	1. Obtain final approval from the Superintendent.
_____	_____	2. Notify teachers, activity coordinators, the school nurse, the cafeteria manager, and others affected by the trip.
_____	_____	3. Prepare information regarding: <ul style="list-style-type: none"> <li>• Master list of those planning to participate</li> <li>• Emergency telephone contacts, including back-up access to cellular phone</li> <li>• Travel arrangements</li> </ul>
_____	_____	4. Check transportation tickets and travel documents for accuracy.
_____	_____	5. Distribute to chaperoning teachers the master list of participants, including emergency contact and specific health information, as necessary, for each participant.
_____	_____	6. Compile the following to be retained at school/office: <ul style="list-style-type: none"> <li>• Original copies of permission and health forms</li> <li>• Final arrangements including flight information</li> <li>• Emergency contacts</li> <li>• Housing information</li> <li>• Parent/guardian contact numbers</li> </ul>
		<b>One to three days prior to trip:</b>
_____	_____	1. Discuss with students behavior expectations, rules and policies, itinerary, appropriate attire, drop off and pick up information, and emergency procedures.
_____	_____	2. Confer with chaperoning teachers regarding trip specifics.
_____	_____	3. Consult the Executive Director of Special Programs for the most recent U.S. Department of State’s Public Announcements regarding foreign travel advisories.
		<b>Day of trip:</b>
_____	_____	1. Review all necessary travel documents prior to airport check-in.
_____	_____	2. Review with parents/guardians the “telephone tree” and contingency plan for emergency communication.

\_\_\_\_\_  
Signature of Sponsoring Principal  
or C&I Office Head

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Chaperoning Teacher

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Chaperoning Teacher

\_\_\_\_\_  
Date Submitted

Date Completed	Initial	Following cultural exchange:
_____	_____	1. Provide opportunities for students to present their culminating projects.
_____	_____	2. Consult with the principal or program coordinator to complete the Cultural Exchange Evaluation form.
_____	_____	3. Submit copy of the completed Cultural Exchange Evaluation form to the Superintendent within 60 days.

\_\_\_\_\_  
Signature of Sponsoring Principal  
or C&I Office Head

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Chaperoning Teacher

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Chaperoning Teacher

\_\_\_\_\_  
Date Submitted