

CULTURAL EXCHANGE PROGRAM TEACHER CHAPERONE AGREEMENT

Directions:

- Teacher Chaperone:**
- 1) Use one form per cultural exchange program trip.
 - 2) Complete the form, sign the acknowledgement on page 2, and return the original to program coordinator.
 - 3) Maintain a copy for your records.
- Program Coordinator:**
- 1) Maintain the original in the school file and provide a copy to the Executive Director, Special Programs.

TO BE COMPLETED BY THE TEACHER CHAPERONE	Name (As it will appear on passport)	Address:	
	Date(s) of Trip:	Destination:	
	Address:		
	Home Phone :	Cell Phone:	
	Current School:		
	Position/Title:		

CHAPERONE GUIDELINES AND RESPONSIBILITIES:

Teacher chaperones will be responsible for providing supervision, enforcing program rules, resolving any problems that might arise, and ensuring that the group maintains a high standard of behavior as representatives of Baltimore County Public Schools. Teacher chaperones will:

1. Participate in planning and orientation meetings for the Cultural Exchange Program.
2. Supervise up to ten BCPS student ambassadors from departure to return to Baltimore County.
3. Provide opportunities in the foreign country for cultural and language enrichment.
4. Maintain daily communication with students, parents, and program coordinator.
5. Ensure that students adhere to the Student Code of Conduct.
6. Maintain copies of student health information and emergency contact information; prepare and submit an emergency plan.
7. Maintain daily communication with students while abroad and provide opportunities for students to complete their culminating projects.
8. Maintain communication with the program coordinator as directed and when concerns and problems arise.
9. Assist students with language programs; culture shock; home sickness; problems with host families or program participants, and any other problems that may arise.
10. Complete and submit to the Program Coordinator the Cultural Exchange Evaluation within 30 days of return.
11. Participate in the selection and interview process of future program candidates.
12. Abide by all Board of Education policies, Superintendent's rules, and cultural exchange procedures during my participation in the program.

EXPENSES:

1. The teacher chaperone will receive his/her regular salary for all scheduled duty days, and will be compensated in accordance with applicable negotiated master agreements, Board of Education policies, Superintendent's rules, and applicable school system procedures.
2. Baltimore County Public Schools will pay the teacher chaperone's airfare, required visas, and medical insurance.
3. The teacher will be responsible for all personal expenses.

ACKNOWLEDGMENT

I certify that I am in good physical and mental health and that I have no medical or physical conditions which would impede my participation in this cultural exchange program.

I certify that I have read and that I understand the above Agreement and that I accept and will be bound by its terms and conditions on my own behalf and on behalf of the student.

Teacher Chaperone Signature

Date

The teacher chaperone must complete the information below:

Print First and Last Name: _____

Emergency Contact's Name: _____

Relationship to Teacher: _____

Emergency Contact's Telephone #s: _____