

Memorandum of Understanding:
University Preparatory Academy, Seattle, WA and Prienai “Ziburys” Gymnasium Prienai, Lithuania

University Prep faculty and staff have developed the following proposal for a partnership with Ziburys for a cultural exchange program.

Program Goals

University Prep (U Prep) and Ziburys seek to offer an exchange opportunity that will immerse students in a new culture. The goal is to give students the opportunity to immerse themselves in a new environment, open their minds to new perspectives, and enrich their critical thinking about the diversity of the world. Students will explore both the distinctions and similarities between culture in Seattle and life in Prienai and we expect that they will build the skills to investigate their own cultural identity, recognize cultural vs. individual differences and respectfully engage in learning and discussion. The program will increase students' cultural competence with the goal of making them better citizens of the world.

Partnership

University Prep will partner with Ziburys to create a 10-14 day program in each respective location. University Prep will recruit a maximum of ten students and two adult leaders to travel to Prienai (likely not until April 2016) and will host a maximum of ten students and two adult leaders from Ziburys (Fall 2014 and 2015). As hosts, each school will provide host families, meals, transportation, and a program of activities during the visit.

Safety and Security

University Prep has the following policies in place to ensure the safety of all of the students involved in this exchange.

Host Family Requirements

Each school will select host families that have children who attend the school, and school coordinators will screen each family. At both schools, each host family will meet the following criteria:

1. Have appropriate housing in a safe and secure neighborhood.
2. Have an individual bed for the student.
3. Provide meals for the student.
4. Provide adult supervision of the student at all times.
5. Be a family in which all members living in the house are law abiding.
6. Provide safe transportation to school.

In addition to meeting the above criteria, host families will provide their contact number(s) and address, as well as the names and ages of everyone living in the house. School coordinators will meet with host families prior to the arrival of visiting students to brief them on their responsibilities as hosts and on cross-cultural sensitivity. U Prep leaders will set a curfew and a check-in time with each student in their host family.

University Prep students will complete “intake forms” for their host families which include any medical conditions or dietary restrictions as well as profile information. We ask that Ziburys' students submit the same.

Safety Orientations and Procedures for Illness or Injury

University Prep will conduct an orientation for visitors upon arrival. The orientation will include procedures for emergency situations such as fire, earthquake, etc. In the event that a student becomes ill or is injured while visiting University Prep, the Zibury's leaders will be the first point of contact. U Prep host families WILL NOT communicate directly with families in Prienai and will instead contact Zibury's leaders immediately so they can make a decision about the best course of action. University Prep will provide transportation and resources for getting students to a doctor or emergency room.

We ask that Zibury's also conduct an orientation for U Prep visitors including emergency procedures. Should a University Prep student be injured or become ill while visiting Prienai, University Prep leaders will be the first point of contact. Host families WILL NOT communicate directly with families in Seattle and will instead contact University Prep leaders immediately so they can make a decision about the best course of action. We ask that Zibury's provide transportation and resources for getting students to a doctor or emergency room.

Medical Insurance and Release Forms

University Prep will require that all participants in the program have valid medical insurance. We will provide copies of insurance cards to the school coordinators at Zibury's. We will also require that legal guardians sign a medical release form that allows leaders to seek care for students in the event of illness or injury.

We ask that Zibury's also provide copies of medical insurance and release forms for each of their students.

Leader Responsibility and Home Base Team

University Prep leaders will carry a safety folder with them at all times during their visit to Prienai. Safety folders will contain flight information, copies of individual and school insurance, emergency contact and health information forms for each student and leader, incident and injury report forms, and contact information for the University Prep "Home Base Safety Team." Leaders will be fully responsible for U Prep students during the visit, meaning they will participate in all activities, as well as be present for the drop-off and pick-up of each student to host families daily. In addition, leaders will check-in with each student daily to ensure their well-being.

A team of at least three persons on University Prep's staff with one main point of contact will be designated as the "Home Base Safety team." They will carry safety folders as well and be accessible by phone 24/7 to assist leaders in communication and handling of emergency situations.

During the Seattle visit, we ask that Zibury's leaders are the first point of contact and have primary responsibility for their students. We require that leaders participate fully in all activities as well as be present for drop-off and pick-up by host families daily.

Financial Commitment

Each school has agreed to cover the costs associated with the program visits as follows:

Accommodations

University Prep will provide host families for the visiting group. U Prep will vet each host family for the visiting student and require background checks for all adult family members. We will do our best to place only one student in each host family and provide host families with University Prep students of the same gender as the visiting student. However, if necessary, we would like to leave open the possibility of two visiting students being placed in one

home and/or a visiting student being placed in a home with a U Prep student of the opposite gender. Each host family will provide the student with his/her own bed, meals, and transportation to and from school.

We ask that Zibury's provide host families for the visiting group. Ideally, the students selected to travel to Seattle will in turn host University Prep students in their homes in Prienai. However, in the case that a participant is unable to host, we expect that Ziburys will find a different host family for the visiting student. We expect that Zibury's will do their best to place only one student in each host family and provide host families with students of the same gender as the visiting student. However, if necessary, we understand if two visiting students must be placed in one home and/or a visiting student must be placed in a home with a student of the opposite gender. Each host family will provide the student with his/her own bed, meals, and transportation to and from school. We will ask for a copy of the policy used to vet host families as well as the information that was provided to orientate host families.

Meals outside of the home and school

U Prep host families and the school will cover all of the meals in the home and at school. We will also cover the cost of meals off-campus associated with a particular activity. For example, should U Prep schedule a visit to the International District (including a restaurant visit), we will cover the cost of lunch that day. However, should Zibury's decide that they would like to visit a particular Seattle restaurant outside of the scheduled program, we will expect that Zibury's cover the cost of that meal.

We ask that Zibury's and host families cover the cost of all meals in the home and at school. We also expect that meals off-campus will be covered by Zibury's unless we decide to visit a restaurant outside of the scheduled program, in which case University Prep will cover the cost of that meal.

Visit Activities and Transportation

University Prep will design program activities for our visitors. We will cover the cost of all scheduled activities, including admission prices and transportation. Transportation to and from school will be the responsibility of U Prep host families, and transportation to all program activities and to/from the airport will be provided by University Prep.

We ask that Zibury's design program activities for U Prep visitors and that they cover the cost of admission prices and transportation. We assume host families will provide transportation to and from school and that Zibury's will arrange transportation to and from the airport.

Pre-departure and Post Travel Programming

University Prep will provide pre-departure workshops on the subjects of cultural competency and ambassadorial leadership to both students and leaders. Workshops will also include safety and logistics preparation. In addition, we will conduct four parent meetings. Three meetings will be for students traveling to Prienai prior to departure, and another meeting will be for host families prior to the visit. Upon return from Prienai, University Prep students will produce a presentation to share with the greater U Prep community demonstrating their learning from this program.

We ask that Zibury's conduct at minimum one parent meeting for host families so they are aware of the expectations during U Prep's visit. Beyond this meeting, we leave pre-departure and post programming up to Ziburys' discretion.

Timeline

Program Dates: November 5 (VNO - SEA) - November 19(SEA to VNO)

- We understand if due to flight costs the program needs to shift a few days. It would be wonderful to have the group here by November 6 as that is “Cultural Night” at U Prep.

September 15 Zibury’s sends U Prep the names, ages, and gender of selected students

- In future, years we would prefer that this happen in May/June before the Zibury school year is complete

September 22 Status conference call between schools

October 1 Zibury’s identifies flight options to do a 'booking' and confirm with U Prep prior to booking and paying

October 10 Zibury’s confirms airline tickets and insurance purchased and provides “Host Family Intake Forms” (profile forms for each student)

October 22 Status conference call between schools
Draft schedule provided by U Prep

October 27 U Prep host family orientation

October 29 Final schedule distributed by U Prep

November 5 U Prep administrators/host families pick up group at the airport

November 19 U Prep administrators/host families drop off group at the airport

Approved by:

Global Programs Director, University Prep

Head of School, University Prep

Exchange Coordinator

Head of School, Prienai “Zibury’s” Gymnasium