



Exchange Student and Family Responsibilities

PRE-EXCHANGE

- Check email regularly and communicate in a timely manner with the Director of Global Programs.
- Submit forms and other paperwork on time.
- Research the school and country you will visit before travel.
- Establish and maintain contact with your exchange partner before your visit to his country and before his visit to Baltimore.
- Speak to your teachers, coaches, Athletic Director, Band Director, and advisors of other activities about the implications of your time abroad, especially if you hold leadership positions in any school teams, clubs, or organizations.
- Attend one pre-exchange meeting accompanied by parents or guardians.

WHILE TRAVELING ABROAD

- Email your family and the Director of Global Programs once you are settled to check in.
- Adhere to the rules and regulations of the host school and your host family.
- Understand that you represent your family, school, and country at all times during this exchange.
- Use the host school's exchange coordinator as a resource, but do not hesitate to contact Gilman's Director of Global Programs should any need come up.
- Take every opportunity to be involved in the host school community and show appreciation to your hosts. The success of your exchange is largely up to you.

WHILE HOSTING

- Help your exchange partner adapt to the environment, the rules, and the expectations of your home and school.
- Set a good example for your exchange partner in school and in extra-curriculars by staying positive, being on time, and following the rules at home and school.
- Exchange students must abide by the Gilman Five and uphold our school's Honor Code.
- On weekends, the exchange student is bound to rules determined by the host family.
- Exchange students are not allowed to attend unsupervised parties on weekends.
- If you plan to travel out of state with your exchange student, please let the Director of Global Programs know.
- As best you can, network and try to plan fun activities to enhance your exchange partner's American experience.
- Introduce the exchange student to your friends, teachers, administrators, and other community members.
- Check-in periodically with the Director of Global Programs to ensure all is going smoothly.
- Maintain a regular email relationship with the family of your exchange student.

POST-EXCHANGE

- Follow up on your experience with the Director of Global Programs.
- Be prepared to share about your exchange experience as part of an assembly or form meeting.
- Be a resource for Gilman students interested in future exchange programs, as well as for international exchange students on campus.
- Send all of the necessary thank you letters to those who made your exchange experience possible.