

In addition to procedures established to safeguard the health and well-being of students and faculty and the methods established to ensure students have access to a rigorous education, the Department and CODOFIL ask that all school systems and host schools establish procedures to honor what is at the heart of the International Associate Teacher Program - the exchange between cultures.

This document provides a place for schools/school systems to plan and share the steps that will be taken to ensure that an appropriate cultural exchange happens for IATs despite the unusual circumstances of this school year.

Please contact the Department's World Languages Specialists for more information at Language.Acquisition@la.gov.

For additional information:

- School systems should reference the Department's [Strong Start 2020 Plan](#) for information, resources, and tools to ensure that all students, teachers, and stakeholders have a strong start to the 2020-2021 school year.
- To plan for world languages and immersion programs using an asynchronous or blended learning environment, see the Department's [World Languages Asynchronous and Blending Learning Guidance](#).

SCHOOL SYSTEM IAT EXCHANGE PLANNING DOCUMENT

Planning Question 1	On-Boarding	Phase 1	Phase 2	Phase 3
<p>How will your school/school system effectively monitor each IAT's physical and mental well-being?</p>	<p>Select all that apply per phase.</p>			
	<p>Designated contact:</p> <input type="checkbox"/> WL Supervisor <input type="checkbox"/> School Principal <input type="checkbox"/> Teacher Mentor <input type="checkbox"/> Other: _____	<p>Designated contact:</p> <input type="checkbox"/> WL Supervisor <input type="checkbox"/> School Principal <input type="checkbox"/> Teacher Mentor <input type="checkbox"/> Other: _____	<p>Designated contact:</p> <input type="checkbox"/> WL Supervisor <input type="checkbox"/> School Principal <input type="checkbox"/> Teacher Mentor <input type="checkbox"/> Other: _____	<p>Designated contact:</p> <input type="checkbox"/> WL Supervisor <input type="checkbox"/> School Principal <input type="checkbox"/> Teacher Mentor <input type="checkbox"/> Other: _____
<p>Communications:</p> <input type="checkbox"/> Assuage arrival fears / unknowns <input type="checkbox"/> Provide emergency information: bilingual doctors, testing sites, etc. <input type="checkbox"/> Secure PPE and sanitary items <input type="checkbox"/> Other: _____	<p>Check-ins:</p> <input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> In-person <input type="checkbox"/> Virtual video <input type="checkbox"/> Voice conference <input type="checkbox"/> Individual <input type="checkbox"/> Small group <input type="checkbox"/> Whole group	<p>Check-ins:</p> <input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> In-person <input type="checkbox"/> Virtual video <input type="checkbox"/> Voice conference <input type="checkbox"/> Individual <input type="checkbox"/> Small group <input type="checkbox"/> Whole group	<p>Check-ins:</p> <input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> In-person <input type="checkbox"/> Virtual video <input type="checkbox"/> Voice conference <input type="checkbox"/> Individual <input type="checkbox"/> Small group <input type="checkbox"/> Whole group	
<p>Details:</p>				

Additional Comments or Considerations:	
---	--

Planning Question 2	Phase 1	Phase 2	Phase 3
<p>How can your school/school system ensure valuable professional exchanges for IATs?</p>	Select two choices per phase.		
	<ul style="list-style-type: none"> <input type="checkbox"/> Personalized tour of the school <input type="checkbox"/> Virtual PLC with various school teams <input type="checkbox"/> Other (provide documentation to LDOE World Language Specialists) 	<ul style="list-style-type: none"> <input type="checkbox"/> Personalized tour of the school <input type="checkbox"/> Combination of in-person and virtual PLCs with various school teams <input type="checkbox"/> Other (provide documentation to LDOE World Language Specialists) 	<ul style="list-style-type: none"> <input type="checkbox"/> Personalized tour of the school <input type="checkbox"/> Combination of in-person and virtual PLCs with various school teams <input type="checkbox"/> Opportunities for IAT to observe teachers throughout the school <input type="checkbox"/> Ideas listed from Phases 1 and 2 (note below in "Details" section)
<p>Details:</p>			

<p>Additional Comments or Considerations:</p>	
--	--

Planning Question 3	Phase 1	Phase 2	Phase 3
<p>How can your school/school system facilitate exchanges with students and the school community?</p>	<p>Select at least one for each phase.</p>		
	<ul style="list-style-type: none"> <input type="checkbox"/> Teacher-led culture webinar or video presented to classes with follow-up online discussion <input type="checkbox"/> Virtual meeting with partner school with students logging in from home to school system’s approved platform <input type="checkbox"/> Other (provide documentation to LDOE World Language Specialists) 	<ul style="list-style-type: none"> <input type="checkbox"/> Teacher-led culture presentation “pushed in” to classes <input type="checkbox"/> Virtual meeting with partner school with students logging in from school on one-to-one devices to school system’s approved platform <input type="checkbox"/> In class letter writing to exchange school <input type="checkbox"/> Other (provide documentation to LDOE World Language Specialists) 	<ul style="list-style-type: none"> <input type="checkbox"/> Teacher-led culture presentation to classes at school assembly, community group, etc. <input type="checkbox"/> Class-created “welcome” video to be sent to partner school <input type="checkbox"/> Items listed from Phases 1 and 2 (note below in “Details” section) <input type="checkbox"/> Other (provide documentation to LDOE World Language Specialists)
<p>Details:</p>			

<p>Additional Comments or Considerations:</p>	
--	--

Planning Question 4	Phase 1	Phase 2	Phase 3
<p>How can your school/school system help to facilitate an exchange of Louisiana’s culture with the IAT?</p>	Ideas for each phase		
	<ul style="list-style-type: none"> <input type="checkbox"/> Provide the teacher with a “welcome to the community” package which includes brochures, maps, coupons, etc. <input type="checkbox"/> Share local delivery options, including restaurants and grocery stores <input type="checkbox"/> Provide contact information for local and state tourism boards <input type="checkbox"/> Share a list of videos created locally to stream <input type="checkbox"/> Other (provide documentation to LDOE World Language Specialists) 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide information on local outdoor activities such as parks and recreation services <input type="checkbox"/> Provide Louisiana cultural information packet with ideas for in-state travel <input type="checkbox"/> Other (provide documentation to LDOE World Language Specialists) 	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate an outing to a popular local spot <input type="checkbox"/> Provide information on local community activities such as festivals and civic events <input type="checkbox"/> Provide information on and passes to local high school sporting events or arts performances <input type="checkbox"/> Items listed from Phases 1 and 2 (note below in “Details” section) <input type="checkbox"/> Other (provide documentation to LDOE World Language Specialists)
<p>Details:</p>			

<p>Additional Comments or Considerations:</p>	
--	--