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Instructional Services Department, Micki Fuhrman, Prevention Consultant

TO: Participating MS PAL Advisors  
FROM: Micki Fuhrman  
DATE: Oct. 2011  
RE: Middle School PAL Exchange Day

Please note the following instructions for PAL Exchange Day. Schools can team (in pairs or triads) to offer a host/exchange opportunity during the month of November or December. It is our tradition to do our exchange before holiday break. If you are unable to adhere to this timeline, please feel free to plan your exchange for another time. Advisors should contact each other to make plans. If you want to participate and need a partner, please use the Middle School PAL Advisor Directory to contact each other. Here are the general logistical directions we used last year. Please note the processing questions, which can be used to discuss the day. Please return the feedback form to me. Please feel free to contact me with questions.

### **LOGISTICS:**

1. Visiting PALs will meet in the main office of the school they are visiting at 9:00 a.m. Host PALs will be there to greet them and take them to class. (NOTE: This allows for driving time from schools that are a long distance.) Be sure that visiting PALs have something to work on during class time, so they are not disruptive to the classroom teacher or other students.
2. PALs will each lunch in the cafeteria with their hosts and the other students, unless other arrangements are made. **Please check with your exchange partner about open and closed campus lunch policies.**
3. At the beginning of the last hour of school, the visiting and hosting PALs will meet and process with each other their impressions of the day. Plan no more than a half-hour for this activity. (NOTE: Processing questions are attached.) **At this time, please complete the enclosed PAL Exchange Day Feedback Form.** Return to me by the Spring advisor meeting, or mail by June, 2012.
4. Hosts will return to their last class and visiting PALs will return to their home school.

5. Remember permission slips from parents for a student to ride by private car or school bus. **It is your responsibility to cover the liability requirements of your school district's policy for transportation.**
6. **If there are changes in plans or need for directions or questions, please notify each other!** If I can help with a general question or problem, please contact me.

**Processing Questions:**

1. What similarities did you see between this school and your school?
2. What did you see that you expected to see?
3. What surprised you?
4. Did you see anyone you know?
5. Discuss any differences:
  - Clothes
  - Rules
  - Policies
  - Physical building
  - Behavior of students in class
  - Behavior of students out of class
  - Treatment of each other
  - Language used
6. Which class would you want in your school?
7. How was the food?

**HAVE FUN!! GOOD LUCK!**