



TEACHERS OF CRITICAL LANGUAGES PROGRAM 2011-2012

PROGRAM HOST SCHOOL AGREEMENT

Congratulations on being selected as a Teachers of Critical Languages Program (TCLP) host school. TCLP is a program of the Bureau of Educational and Cultural Affairs of the United States Department of State, and is implemented by American Councils for International Education: ACTR/ACCELS.

TCLP seeks to strengthen Mandarin Chinese and Arabic language instruction at U.S. schools, while also providing selected exchange teachers the opportunity to learn about U.S. teaching methodologies, culture, and society. U.S. primary or secondary schools will host a teacher from China or Egypt to teach Mandarin Chinese or Arabic, respectively, in the school for one academic year. The exchange teacher will also serve as a cultural resource in the host school and community.

This agreement outlines the responsibilities of American Councils and the school hosting the exchange teacher. Please sign and date this agreement and return one copy to American Councils by Tuesday May 10, 2011; one copy should be retained for your records.

ATTN: TCLP Program
American Councils for International Education: ACTR/ACCELS
1828 L Street, Suite 1200
Washington, DC 20036
Tel.: 202-833-7522
Fax: 202-833-7523
Email: tclp@americancouncils.org

HOST SCHOOL INFORMATION AND MAJOR PROGRAM DATES

HOST SCHOOL NAME: Southern Lehigh Middle School

CITY AND STATE: Center Valley, PA

Designated Host School Administrator

Name: Leah Christman
Job Title: Assistant Superintendent
Address: 5775 Main Street, Center Valley, PA
Tel: 610-282-3121, Ext 5102
Fax: 610-282-0193
Email: christmanl@sbsd.org

Designated Mentor Teacher

Name: Tara Walter
Subjects: Language Arts / Design 21
Address: 3715 Preston Lane, Center Valley, PA
Tel: 610-282-3700
Fax: 610-282-2963
Email: waltert@sbsd.org

Designated Community Liaison

Name: Christi Hunter
Workplace: Global Competence Consulting
Job title: President
Address: 4631 Ash Drive, Nazareth, PA
Tel: 610-703-6363
Fax: _____
Email: christi.hunter@globalcompetence.org

Information for Exchange Teacher

Commencement of duties: August 6, 2011
First day of school: August 29, 2011
Last day of school: June 1, 2012
Date of completion of duties: _____

MAJOR PROGRAM DATES

May 15- June 30, 2011
July 24, 2011
July 25-August 6, 2011
August 4-6, 2011

August 6, 2011
August 6, 2011 – Mid June, 2012

October 19-23, 2011
May 2-5, 2012

Administrators and Mentor Teachers on-line training course
Exchange teachers arrive in the U.S.
Program Orientation in Washington, DC for exchange teachers
Host School Orientation for Administrators and Mentor Teachers in Washington, DC
Exchange teachers arrive in their host communities
Exchange teachers are in their host schools/communities (Departure dates vary depending on the host school's last school day)
Fall Workshop for exchange teachers and mentor teachers
End-of-Program Workshop in Washington, DC for exchange teachers

PROGRAM ORGANIZATIONS

Bureau of Educational and Cultural Affairs, U.S., Department of State

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State fosters mutual understanding between the people of the United States and the people of other countries to promote friendly, and peaceful relations, as mandated by the Mutual Educational and Cultural Exchange Act of 1961.

ECA accomplishes its mission through a range of programs based on the benefits of mutual understanding, international educational and cultural exchange, and leadership development. ECA engages youth, students, educators, artists, athletes, and rising leaders in many fields in the United States and more than 160 countries through academic, cultural, sports, and professional exchanges. Striving to reflect the diversity of the United States and global society, ECA programs, funding, and other activities encourage the involvement of American and international participants from traditionally underrepresented groups, including women, racial and ethnic minorities, and people with disabilities.

ECA exchange program alumni encompass over 1 million people around the world, including more than 40 Nobel Laureates and more than 300 current and former heads of state and government.

American Councils for International Education

American Councils for International Education: ACTR/ACCELS, an international not-for-profit organization, believes in the fundamental role of education in fostering positive change for individuals, institutions and societies. Building upon over three decades of regional expertise and development experience, American Councils advances education and research worldwide through international programs that provide the global perspective essential for academic and professional excellence. In collaboration with partners around the world, American Councils designs and implements innovative and effective programs responsive to the cultures and needs of the international communities in which it works.

GRANT PROVISIONS

Under the grant, the host school and exchange teacher will receive the following:

I. Travel covered by the grant and arranged by American Councils

- Exchange teacher's international round-trip airfare.
- Exchange teacher's lodging and meals to attend Washington, DC Program Orientation.
- Exchange teacher's airfare from Washington, DC to the assigned U.S. host community.
- Exchange teacher's round trip airfare, lodging and meals to attend the Mid-Program Workshop in October; and the Washington, DC End-of-Program Workshop in May 2012. All other travel is at the participant's expense.
- The host school administrator's round-trip airfare, lodging and meals to attend the mandatory Host School Orientation in Washington, DC in August 2011.
- The mentor teacher's round-trip airfare, lodging and meals to attend the mandatory Host School Orientation in Washington, DC in August 2011.
- The mentor teacher's round-trip airfare, lodging and meals to attend the Mid-Program Workshop in October 2011.

II. Participant Visa Support

- Exchange teachers will receive a J-1 visa to participate in the Teachers of Critical Languages Program. Under the terms of the J-1 visa regulations participants must return to their home country for a period of at least two years immediately upon completion of the program.
- Participation in this program is contingent upon the participant's ability to receive a J-1 visa from a U.S. Consular office and maintain the necessary visa authorization for entrance into the United States.
- The U.S. Department of State will not extend a participant's program or approve of a transfer from TCLP to another program for any reason.

III. Participant Accident and Sickness Insurance

- Participants will be provided with insurance through the U.S. Department of State's Accident and Sickness Program for Exchanges (ASPE). The host school will receive a copy of the insurance policy and a claim form.
- The terms of the insurance will meet or exceed the minimum standards necessary for J-1 visa regulations.
- The exchange teacher will not receive dental insurance. The accident and sickness insurance issued to the participant covers only emergency treatment due to accident or injuries and alleviation of pain, subject to coverage limits as outlined in the insurance policy.

IV. Participant Monthly Maintenance

- Each participant will receive monthly living allowances totaling approximately \$30,000 over the 10.5 months of the program. Total payments will not exceed the equivalent of 10.5 months of maintenance allowance disbursements, and will be prorated for June 2012 for no more than 14 days after the last day of school duties.
- Maintenance allowance will be transferred to the participant on a monthly basis through a direct deposit upon receipt of participant's monthly reporting requirements.

V. Taxes

- Participants will receive all necessary tax documentation pertaining to program-related income from American Councils. American Councils will also pay the U.S. Internal Revenue Service an estimate of each participant's tax liability (if any) for program-related funds. Participants are not eligible for other employment while on the program and non-program related income will not be accounted for by American Councils.
- Participants will be responsible for filling out tax return forms and sending them to the IRS. American Councils staff are neither qualified nor allowed by law to answer questions regarding an individual's taxation.

VI. Professional Development Fund

- Exchange teachers receive a Professional Development Fund of \$400 that can be used to obtain teaching resources, classroom improvement materials, and/or to participate in professional development opportunities. The funds are disbursed to the exchange teachers on reimbursement basis. May 1, 2012 is the final date that the exchange teachers can apply to receive reimbursement for their Professional Development Fund expenses.
- Any amount of an exchange teacher's Professional Development Fund which is not used by this date will be re-allocated to host schools for acquisition of resources that contribute to their Arabic or Chinese programs. The host schools will have access to the Professional Development Funds, if applicable, until May 31, 2012.

VII. Critical Language Projects Fund

- As part of the TCLP, exchange teachers and current or former mentor teachers, administrative representatives, and U.S. schools and districts are eligible and encouraged to apply for Critical Language Projects (CLP) grants.
- These projects may range from \$500 to \$5,000 and are designed to complement the TCLP experience by contributing to the enhancement of critical language programs in U.S. schools and furthering the teaching of English, Arabic, or Chinese as a Foreign Language in the home countries of the international alumni. In addition, Critical Language Projects promote mutual understanding and lasting relationships between international program alumni and their U.S. colleagues.
- The host school is strongly encouraged to apply to the Critical Language Projects to further develop the Chinese or Arabic program in their school or educational community. CLP application guidelines and materials are available at: <http://www.americancouncils.org/TCLP/resourceDoc.php>

TERMS OF PARTICIPATION

Under the grant, the host school, mentor teacher and community liaison agree to the terms of program participation outlined below.

I. The host school agrees to:

1. Designate an experienced teacher who will serve as a mentor to the participant for the duration of the program.
2. Designate a community liaison to assist the exchange teacher's transition into the community.
3. Complete a series of online courses designed specifically for U.S. host school administrators, mentor teachers and community liaisons for working with the TCLP teacher. Successful completion of the on-line course is required for hosting the TCLP exchange teacher.
4. Provide logistical support to the participant that would include but not limited to:
 - Providing the participant with temporary housing for a minimum of **two weeks** upon the participant's arrival to the host community.
 - Assisting the participant in finding safe, comfortable, and affordable housing. Housing options may include, but are not limited to a home-stay, an apartment or a rented room in a house. The host school understands that the participant may accept or decline any home-stay arrangement. Adequate public transportation should be available to enable the participant to commute to school and do daily tasks (grocery shopping, doctor visits).
 - Arranging alternative methods of transportation if adequate public transportation is not available or accessible.
 - Within two weeks of arriving in the host community, assisting the participant in securing a bank account, completing and submitting an application for a social security number, and communicating this to American Councils.
5. **By June 10, 2011** provide American Councils with a transitional schedule that exchange teachers will follow in their initial 2-4 weeks to develop familiarity with the host school, its policies, best teaching practices, and school culture. The schedule will be shared with the exchange teachers prior to their arrival in the host community.
6. For the duration of the program, provide the participant with a maximum of 20 scheduled contact hours per week. TCLP defines contact hours as those hours when the teacher is actually teaching students during scheduled class periods. The host school will confirm the specific nature and duties of the position with the participant and American Councils before the academic year begins. All professional duties will be in conformance with the terms of the J-1 visa regulations that require the participants to work in the assigned school only, and extensions and transfers of sponsorship are not allowed.
7. Provide the exchange teacher with professional development opportunities that are available to the host school's own faculty, including new teacher workshops/orientations, planning days before school, district-sponsored in-service trainings, and faculty meetings.
8. Facilitate the participant's introduction to faculty organizations, boards of education, parent-teacher associations, city or town councils, and other community organizations, providing opportunities for outreach at other schools and in the community.
9. Upon arrival in the host school, allow the participant to observe best teaching practices and conduct team-teaching in the school for a minimum of ten days before conducting independent teaching.
10. Within the host school arrange opportunities for the exchange teacher to deliver regular guest presentations in colleagues' classes and participate in extracurricular activities.
11. Arrange regular opportunities for the participant to share his/her language and culture with broad groups of students through guest presentations, extracurricular and service learning activities, and outreach to local, district, and feeder schools.
12. Allow a school administrator and the mentor teacher to participate in the mandatory Host School Orientation on August 4-6, 2011.
13. Provide professional leave for the exchange teacher to participate in the Mid-Program Workshop on October 19-23, 2011.
14. Provide professional leave for the mentor teacher to participate in the Mid-Program Workshop approximately October 19-23, 2011.

15. Notify American Councils immediately of any plans to change the mentor teacher or community liaison and the reasons for doing so.
16. Communicate regularly with American Councils regarding the successes and the challenges that the participant experiences.

The host school understands that:

1. The program policy precludes exchange teachers from teaching English as a Second Language (ESL) or English Language Learners (ELL) in the host school or host community.
2. TCLP supports exchange teachers' involvement in the school and overall community, providing a monthly maintenance allowance that fully supports their living needs. Participants may not accept additional funds of any kind. The host school will neither offer nor provide participants with funds, and it will inform TCLP staff immediately should the participant engage in any paid employment.
3. The participant must return to his/her home country at the end of the program, and a program extension or participant's visa transfer will not be granted. In order to realize the goals of the program the participant is expected to share the knowledge gained while in the U.S. with colleagues and students in his/her home community to promote the goal of mutual understanding.
4. Should any situation arise requiring disciplinary measures, standard procedures should be followed including due process, the presentation of probationary criteria, and the establishment of a probationary period. The host school agrees to send an official report detailing all procedures followed to American Councils.

II. The mentor teacher agrees to:

1. Have regular weekly meetings with the participant throughout the program's duration.
2. Provide guidance and counsel to the participant on best practices and school policies regarding classroom management, curriculum development, assessment, and school norms.
3. Devote time to exchange teacher's classroom observation and to the regular sharing of best practices and suggestions through team-teaching in cooperative and/or interdisciplinary ways.
4. Provide guidance to the exchange teacher to establish networks within the faculty, construct positive classroom atmospheres, and establish strong rapport with students.
5. Submit monthly reports to American Councils by the last week of each month. Templates for monthly reports will be provided to mentor teachers by American Councils at the Host School Orientation held in Washington, DC in August 2011. The mentor teacher will be responsible for reporting program successes, as well as any other matters concerning the participant, including, but not limited to, adjustment, work performance, etc.
6. As compensation for the above duties, receive a modest honorarium of \$100/month upon submission of the monthly reports. American Councils will also provide a certificate showing the professional development hours completed by the mentor teacher for:
 - o successful completion of the TCLP online training courses,
 - o participation in Fall Workshop, and
 - o mentoring duties throughout the program's duration.

III. The community liaison agrees to:

1. Make logistical arrangements that will ensure the exchange teacher's smooth transition to the U.S. host community.
2. Arrange the exchange teacher's temporary housing and assist him/her in finding permanent housing that will meet the program's housing guidelines.
3. Arrange alternate methods of transportation if adequate public transportation is not available or accessible.
4. Provide guidance and support to the exchange teacher to establish networks within the community at large and assist in setting up a schedule of invitations from community members for guest presentations and service learning activities.

IV. Terms and Conditions Agreement for the Exchange Teacher

Prior to the beginning of the program, the exchange teacher will sign a standard Terms and Conditions Agreement that will outline his/her rights and responsibilities while on a program funded by the Bureau of Educational and Cultural Affairs of the U.S. Department of State and implemented by American Councils. Upon receipt of the signed exchange teacher's Terms and Conditions Agreement, American Councils will share it with the host school.

The host school will not knowingly encourage or assist the participant in breaking any of the terms and conditions of the program.

V. Teacher Certification

Teachers participating in this program have been screened and interviewed by educational experts abroad under a merit-based competition. Schools provide temporary certification and teachers are allowed to teach without payment of any fees for participants in U.S. Department of State Teacher Exchange Programs.

In a few states, temporary, non-traditional, or international certificates are required if the exchange teacher will be independently teaching. Host schools in these states agree to facilitate the certification process when teachers arrive in their communities, to inform American Councils before teachers' U.S. arrival so requisite materials can be obtained, and to provide American Councils with copies of submitted applications and certifications received.

VI. Liability Insurance

Please check the box below to indicate whether the participant will be covered by liability insurance provided by the host school. (Liability insurance provides coverage for costs and other expenses which might be incurred by legal claims against a teacher by a student, the parents of a student, or other persons, as a result of action or inaction taken by the teacher while in the United States, either in a school or in a school-related activity.)

Yes No

Is liability insurance through your school provided by a district umbrella policy? Please indicate below whether the insurance is provided by a school (public or private) or a district umbrella policy:

District Umbrella Policy _____

VII. Grounds for Termination

American Councils, in consultation with ECA, may terminate participation of either the host school or a participant from the program if it decides that such action would be in the exchange teacher's and host school's best interest or in the best interest of this program. Grounds for revocation or termination include, but are not limited to:

- (1) Nonperformance of grant responsibilities;
- (2) Breakdown of physical or mental health that would seriously impair the program participation;
- (3) Evidence of dishonesty with regard to some fact or withholding of obviously relevant information from American Councils;
- (4) Violation of U.S. laws, or
- (5) Conduct which may have the effect of bringing ECA, American Councils or TCLP into disrepute.

Before a final decision is made regarding termination, American Councils and ECA will work closely with the host school and the participant in an effort to resolve the areas of concern and to cause minimal disruption to the host school. If no resolution is possible, American Councils will arrange for the participant's immediate travel to his/her home country.

Unless otherwise specified by American Councils and ECA, when a grant is terminated, a participant may immediately be required to repay any advances in allowances or benefits disbursed for use in the period of time after termination.

VIII. Liability

ECA and American Councils assume no responsibility for any injury, accident, illness, loss of personal property, or other contingencies that may befall exchange teachers, host school administrators or mentor teachers during, or as a result of, participation in the Teachers of Critical Languages Program.

IX. Photos, Videos, Websites, and Blogs Resulting from Participation on the Program

American Councils requests that:

- Websites and blogs which are a direct outgrowth of host school participation in the program carry an acknowledgment as follows:

“This website is not an official U.S. Department of State website. The views and information presented are the grantee's own and do not represent the Teachers of Critical Languages Program, the U.S. Department of State or American Councils.”

- The host school assists exchange teacher in ensuring that they follow all applicable school permission policies and procedures when recording images or voices of students and faculty members for monthly reporting purposes.

HOST SCHOOL ACCEPTANCE FORM

Signature of school official authorized to approve participation in program:

_____ Date: _____

Printed Name: Leah Christman Title: Assistant Superintendent

Mentor teacher signature: _____ Date: _____

Printed Name: Tara Walter Title: Middle School Language Arts Teacher

Community liaison signature: _____ Date: _____

Printed Name: Christi Hunter Title: President, Global Competence Consulting

American Councils signature: _____ Date: _____

Printed Name: _____ Title: _____