

**2018-2019 TEACHERS OF CRITICAL LANGUAGES PROGRAM**

A PROGRAM OF THE BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS OF THE U.S. DEPARTMENT OF STATE  
IMPLEMENTED BY AMERICAN COUNCILS FOR INTERNATIONAL EDUCATION



**PROGRAM HOST SCHOOL AGREEMENT**

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## HOST SCHOOL INFORMATION AND MAJOR PROGRAM DATES

**HOST SCHOOL NAME:** Plantation Middle School

**CITY AND STATE:** Plantation Florida 33313

**AWARD FUNDING LEVEL:** Fully funded

Expectations of the host school:

- Attend all mandatory online training modules arranged for the host school administrator, mentor teacher, and community liaison. Successfully completing the online modules and related assignments is required for hosting the TCLP exchange teacher and will provide a more thorough understanding of the program for a successful exchange.
- Attend the mandatory Orientation in **Washington, DC** and Fall Workshop in **Baltimore, MD** for mentor and exchange teachers.
- Ensure that the exchange teacher has a minimum of 10 and maximum of 20 classroom contact hours per week and 20 out-of-class hours per week for lesson planning, professional development, and conducting outreach activities within the host school and larger educational community.
- Help ensure that the exchange teacher is comfortable and successful in performing his/her teaching responsibilities.
- Ensure that the exchange teacher works on a capstone project of his/her choice that can be used by the host school to make the Arabic or Chinese program more sustainable.
- Incorporate the exchange teacher so that he/she feels part of the faculty and schools' educational communities.
- Support the exchange teachers' transition into his/her new classroom(s), especially by
  - providing guidance in understanding schedules;
  - developing stronger activity-based lesson planning and classroom management;
  - facilitating collegial relationships with fellow teachers; and
  - providing opportunities for integrating into community activities such as sports and social events as well as time spent with local families to facilitate the transition to a new culture and environment.

<b>Major Program Dates</b>		
<b>Dates</b>	<b>Program Events</b>	<b>Mandatory Participants</b>
April 20, 2018 4:00-5:30 pm EST	Module #1: TCLP Policies and Procedures	Host school principal and mentor teacher
April 26, 2018 4:00-5:30 pm EST	Module #2: Hosting and Community Integration	Host school principal, mentor teacher, and community liaison
May 3, 2018 3:00-5:00 pm EST	Virtual Round-table with 2017-2018 exchange teachers	Host school principal and mentor teacher
May 17, 2018 3:00-5:00 pm EST	Virtual Round-table with 2017-2018 mentor teachers	Host school principal and mentor teacher
May 23, 2018 4:00-5:30 pm EST	Module #3: Integrating into the School Community	Host school principal, mentor teacher and community liaison
July 31-10, 2018	Washington, DC Welcome Orientation	Exchange teacher



August 7-10, 2018	Washington, DC Host School Orientation	Mentor teacher
August 10, 2018	Exchange teacher together with the mentor teacher travels to the host community ( <i>depending on flight availability, some of the exchange and mentor teachers will travel on August 9</i> )	
August 10, 2018 – Mid June, 2019	Exchange teacher is in the host school/community	
October 18-20, 2018	Fall Workshop in Philadelphia, PA	Exchange teacher and mentor teacher
May 9-11, 2019	Spring Workshop in Washington, DC	Exchange teacher
June 2019	Program ends for the exchange teacher. Departure dates vary depending on the host school's last school day for teachers.	

### PROGRAM GOALS

The Teachers of Critical Languages Program (TCLP) is a program of the Bureau of Educational and Cultural Affairs of the U.S. Department of State. American Councils for International Education (American Councils) implements TCLP on behalf of the U.S. Department of State. TCLP is designed to increase the study and acquisition of important world languages in U.S. schools. This program enables primary and secondary schools to strengthen their teaching of Arabic and Mandarin by bringing Egyptian, Moroccan, and Chinese teachers to the U.S. to teach Arabic and Chinese language for an academic year.

### 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 one million people around the world, including more than 75 Nobel Laureates and nearly 450 current and former heads of state and government.

#### **American Councils for International Education**

American Councils for International Education is a premier, international nonprofit creating educational opportunities that prepare individuals and institutions to succeed in an increasingly interconnected and rapidly changing world. Through academic exchanges, overseas language immersion, data-focused research, and educational development programs, American Councils designs and implements innovative programs that broaden individual perspectives, increase knowledge, and deepen understanding. A leader in international education, academic exchange, language acquisition and assessment, and research, American Councils is helping to build a world of globally competent citizens, successful institutions, and responsible nations.



## PROGRAM PROVISIONS

Under the U.S. Department of State TCLP cooperative agreement, the host school and exchange teacher will receive the following:

### ***I. Travel covered by program funds 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 Fall and Spring Workshops. All other travel is at the participant's expense.
- The mentor teacher's round-trip airfare, lodging, and meals to attend the mandatory Host School Orientation in Washington, DC in August 2018 and the mandatory Fall Workshop in October 2018.

### ***II. Participant Visa Support***

- Exchange teachers will receive a J-1 visa for **one academic year** to participate in the Teachers of Critical Languages Program. Under the terms of the J-1 visa, participants must return to their home country for a period of at least two years immediately upon completion of the program. Program participation is contingent upon the participant's ability to receive a visa from a U.S. Consular office and maintain the necessary J-1 visa authorization for entrance into the United States. The U.S. Department of State will not extend a participant's program past the one academic year mark, nor approve a transfer from TCLP to another program.

### ***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 sample 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 an accident or injuries and alleviation of pain, subject to coverage limits as outlined in the insurance policy.
- The ASPE policy will only cover participants while they are on the program and engaged in program activities in the United States. The ASPE insurance will expire upon the participant's final departure from the United States, or upon completion of the program, whichever is earlier.

### ***IV. Participant Monthly Maintenance and Housing Costs***

- Each exchange teacher participant will receive a monthly maintenance allowance to cover the costs of meals, local transportation, bills, and incidentals, totaling approximately \$20,000 over the 10.5 months of the program. The maintenance allowance will be transferred to the participant on a monthly basis through a direct deposit upon receipt of participant's monthly reporting requirements.
- Total maintenance payments will not exceed the equivalent of 10.5 months of maintenance allowance disbursements, and will be prorated for the number of days that each participant is in the U.S during their last month in 2018, not exceeding 14 days after the last official day of school (including exams). Unpaid bills will be forwarded to participants in their home country for payment. Under no circumstances will American Councils pay for an outstanding bill during or after the program. It is the responsibility of all participants to resolve issues related to unpaid bills before departure from the United States.
- For a fully funded exchange teacher, each exchange teacher will need to report their monthly housing costs to American Councils in accordance with the TCLP Housing Reporting Form. The



participant's housing costs will be in addition to the Monthly Maintenance Allowance and shall not exceed the average living rate for the area as determined by the program.

## V. Taxes

- Exchange teacher participants will receive all necessary tax documentation pertaining to program-related income from American Councils. American Councils will pay the U.S. Internal Revenue Service (IRS) an estimate of each participant's tax liability (if any) for program-related funds. Participants are not eligible for other employment or payment while on the program; any 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.

## TERMS OF PARTICIPATION

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

### I. The Host School Agrees to:

1. Provide a **host school-based mentor teacher** to support the program's implementation beginning April 2018 and assist the exchange teacher consistently throughout their stay in the United States (please see additional details below).
2. Designate a **community liaison** to assist the exchange teacher's transition into the community throughout their stay in the United States. This cannot be the same person as the mentor teacher or school administrator.
3. Attend all mandatory online courses designed specifically for U.S. host school principals, mentor teachers, and community liaisons for working with the TCLP teacher. **Successful completion of the online course and related assignments is required for hosting the TCLP exchange teacher.**
4. Provide logistical support to the participant including but not limited to:
  - Providing the participant with temporary home stay housing for a minimum of **two weeks** upon the participant's arrival to the host community.
    - **For a fully funded exchange teacher, the host school must** assist the participant in finding safe, comfortable, and affordable housing with the understanding that rent and other living expenses will be paid by the exchange teacher from the housing allowance. 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 the housing arrangements.
    - **For a partially funded exchange teacher,** adequate housing should be provided by the school for the exchange teacher. The host school understands that the participant may accept or decline the housing arrangements and the exchange teacher must have reasonable options. For example, if accommodations with a host family are not desired, then the school must be prepared to pay the average rental rate for the area for the participant to live in an apartment or room in a shared home.
  - Locating adequate public transportation to enable the participant to commute to school and do daily tasks (grocery shopping, doctor visits, etc.). If there is not adequate public transportation or it is inaccessible, alternative methods of transportation must be arranged.
  - Assisting the participant in securing a bank account, completing and submitting an application for a social security number, and communicating the completion of these tasks to American Councils within two weeks of arrival in the host community.
  - Preparing for and following up on school and district requirements to ensure that the exchange teacher is certified to teach in the host school.



5. **By June 29, 2018**, provide American Councils with a final transitional schedule that the exchange teacher will follow for the initial 2-4 weeks in the host community. The schedule must be designed to develop the exchange teacher's familiarity with the host school, its policies, best teaching practices, and culture. The schedule will be shared with the exchange teacher prior to arrival in the host community.
6. Provide the exchange teacher with the following in-class and out-of-class responsibilities for the duration of the program:
  - **Classroom Teaching Hours:** schedule the participant for a minimum of 10 and maximum of 20 classroom teaching hours per week in the host school. TCLP defines classroom teaching hours as those hours when the teacher is teaching students Mandarin/Arabic during regularly scheduled class periods.
  - **Out-of-Classroom Hours:** provide the participant with 20 out-of-class hours per week to develop lesson plans, design curricula, monitor recess, have homeroom duties, monitor the lunchroom, and/or perform other common teacher duties, create activities for extracurricular clubs. Provide time for the minimum requirement of 8 hours per month for outreach. Outreach may include guest presentations within the host school for other subject areas or other grade levels; information sessions at local, district, and feeder schools; leading language or clubs and afterschool activities; presenting to local organizations and libraries, senior centers, service groups (Kiwanis, Rotary), etc.
  - **Note:** The host school must confirm the specific nature and duties of the position with the exchange teacher and American Councils before the academic year begins. The host school will notify American Councils immediately of any major changes to participant's schedule.
7. Upon the exchange teacher's arrival in the host school, the host school will facilitate one-on-one meetings for the exchange teacher with various faculty and staff members including the school administration, counselors, nurses, and faculty departments.
8. Provide the participant with professional development opportunities that are available to the host school's own faculty, such as new teacher workshops/orientations, planning days before school, district-sponsored in-service trainings, and faculty meetings.
9. 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.
10. Upon arrival in the host school, allow the participant to observe best teaching practices and to the extent possible conduct team-teaching in the school for a minimum of 10 days before beginning to teach independently.
11. Arrange regular opportunities for the participant to share his/her language and culture to help fulfill the 8-10 hours per month out-of-classroom hours program requirement.
12. Provide the participant with opportunities to work on a capstone project of his/her choice that can also be used by the school to make their Arabic or Chinese program more sustainable.
13. Provide professional leave to the following staff in order to attend TCLP mandatory trainings and fully funded workshops (please see page 2 for the workshop venues and dates):
  - The mentor teacher to participate in the mandatory Host School Orientation
  - The exchange teacher to participate in the Fall Workshop
  - The mentor teacher to participate in the Fall Workshop
  - The exchange teacher to participate in the Spring Workshop
14. Notify American Councils immediately of any plans to change the school campus, mentor teacher, or community liaison and the reasons for doing so.
15. Communicate regularly with American Councils regarding the successes and challenges that the participant experiences.

**The Host School Understands that:**

1. The host school cannot contact the exchange teacher directly prior to the Washington, DC Host School Orientation.
2. Exchange teachers are prohibited from engaging in any employment outside of TCLP teaching requirements while they are a participant on the program.



3. Program policy prohibits participants from teaching English as a Second Language (ESL) or English Language Learners (ELLs) in the host school or host community.
4. TCLP supports exchange teachers' involvement in the school and overall community, providing a monthly maintenance and housing allowance that fully supports their living needs. Participants may not accept additional funds of any kind. The host school may not offer or provide participants with funds, and must inform TCLP staff immediately should the participant engage in any paid employment.
5. The participant must return to his/her home country at the end of the program. Program extensions or visa transfers 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.
6. 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. Attend the mandatory online modules and complete the module assignments.
2. Have regular weekly meetings with the exchange teacher throughout the program's duration.
3. Provide guidance and counsel to the exchange teacher on best practices and school policies regarding classroom management, curriculum development, assessment, and school norms.
4. Devote time to observing the exchange teacher's classroom and to the regular sharing of best practices and suggestions through professional collaboration and interdisciplinary dialogue.
5. Provide guidance to the exchange teacher to construct a positive classroom atmosphere and establish strong rapport with students.
6. Support the exchange teacher to become an involved member of the host school/district faculty by assisting the exchange teacher in conducting outreach and guest presentations in the host school, feeder schools, and larger educational community.
7. Submit monthly reports to American Councils by the assigned deadline each month. 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.
8. At the end of the program, take the exchange teacher to the airport for his/her safe departure from the host community.
9. Receive a modest honorarium of \$100/month upon submission of the required monthly reports. American Councils will provide an end-of-year certificate showing the professional development hours completed by the mentor teacher for:
  - successful completion of the TCLP online training courses,
  - participation in Fall Workshop, and
  - mentoring duties for the duration of the program.

### **III. The Community Liaison Agrees to:**

1. Attend the mandatory online courses and complete the course assignments.
2. Make logistical arrangements that will ensure the exchange teacher's smooth transition to the U.S. host community.
3. Arrange the exchange teacher's temporary housing and assist him/her in finding permanent housing that will meet the program's housing guidelines.
4. Arrange alternate methods of transportation if adequate public transportation is not available or accessible.
5. 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 to get integrated into the community through guest presentations or 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 Terms and Conditions Agreement that outlines his/her rights and responsibilities with TCLP. Upon receipt of the signed Agreement, American Councils will share the document 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. Exchange Teacher's Family in the United States**

TCLP is unable to offer financial support for family members of the exchange teachers to come to the U.S. For those participants who do decide to bring their family, there are two kinds of visas available: B-2 and J-2.

If an exchange teacher only plans to have family members visit the U.S. for a short period of time (about one month or less), the exchange teacher may apply for B-2 (tourist) visas for the family members. TCLP does not provide any documentation or support for B-2 visas.

Participants who choose to bring family for a longer stay can apply for J-2 (dependent) visas for a spouse (husband or wife) and any unmarried child(ren) under the age of 18. Participants must be in good professional standing with their host school and have sufficient financial resources to support family members throughout their stay in the U.S. in order to receive TCLP support for J-2 visa applications.

Regardless of the type of visa acquired, visiting dependents or other family members of TCLP participants must not arrive in the U.S. until **December 21, 2018** and must depart the U.S. no later than **14 days** after the participant's last official day of school duties. No requests to bring dependents to the United States before that time will be granted and no extensions will be granted. This waiting period exists so that the participant, U.S. host school, and American Councils can be certain that the family's arrival will not detract from the exchange teacher's professional work.

Regardless of the time of visa acquired, host schools are not responsible for providing financial, housing, transportation, or other support for family members of the exchange teachers. Exchange teacher terms and conditions provide greater details about B-2 and J-2 visa requirements and regulations. Host schools are advised to contact TCLP with questions about the program procedures related to visiting family members.

#### **VI. Teacher Certification**

Teachers participating in this program have been screened and interviewed by educational experts abroad through a merit-based selection process. Participants on U.S. Department of State programs should be provided with temporary certification through their host schools and be allowed to teach.

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 inform American Councils before the teacher's arrival in the U.S. so requisite documentation can be obtained, to facilitate the certification process when the teacher arrives in the host community, and to provide American Councils with copies of submitted applications and certifications received.

All costs required for certification, if any, are the responsibility of the host school.

#### **VII. Photos, Videos, Websites, and Blogs Resulting from Participation on the Program**

American Councils requests that:



- Websites and blogs that 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 for International Education."

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

### **VIII. Grounds for Termination**

American Councils, in consultation with the U.S. Department of State, may terminate participation of either a 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 TCLP. 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 program participation; (3) Evidence of dishonesty or withholding of obviously relevant information from American Councils; (4) Violation of U.S. or state laws; or (5) Conduct which may have the effect of bringing U.S. Department of State, American Councils, or TCLP into disrepute.

Before a final decision is made regarding termination, American Councils and the U.S. Department of State 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 return to his/her home country.

Unless otherwise specified by American Councils and the U.S. Department of State, when a participant is terminated from the program he/she may immediately be required to repay any advances in allowances or benefits disbursed for use in the period of time after termination.

### **IX. Liability**

The U.S. Department of State 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.



**HOST SCHOOL ACCEPTANCE FORM**

**X. 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.)

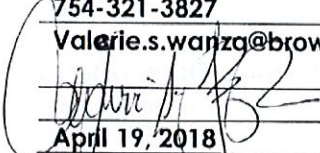
Yes      No **X**

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

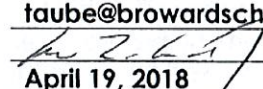
**BCPS District Umbrella Policy**

**XI. Required Signatures and Dates**


**Designated Host School Administrator authorized to approve participation in TCLP**

Print Name: Dr. Valerie S. Wanza  
 Job Title: Chief Officer  
 Work Address: Office of School Performance & Accountability Broward County Public Schools  
 Tel: 754-321-3827  
 Email: Valerie.s.wanza@browardschools.com  
 Signature:   
 Date: April 19, 2018

**Designated Mentor Teacher (If different than application, submit a new resume)**

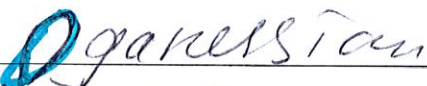
Print Name: Ms. Roxana M. Rivero-Taube  
 Job Title: Spanish Teacher  
 Work Address: 6600 W. Sunrise Blvd. Plantation, FL 33313  
 Tel: 754-322-4100  
 Email: Roxana.rivero-taube@browardschools.com  
 Signature:   
 Date: April 19, 2018

**Designated Community Liaison (If different than application, submit a new resume.)**

Print Name: Mrs. Cara Correa  
 Job Title: Math Teacher  
 Work Address: 6600 W. Sunrise Blvd. Plantation, FL 33313  
 Tel: 754-322-4108  
 Email: Cara.correa@browardschools.com  
 Signature:   
 Date: April 19, 2018

**Information for Exchange Teacher**

Commencement of duties: August 10, 2018  
 First day of school: August 10, 2018  
 New teacher orientation dates: Aug. 13-14, 2018  
 Est. last day of school: June 5, 2019  
 Est. date of completion of duties: June 5, 2019

American Councils Signature:  Date: 04/19/18  
 Printed Name: Zara Hovhannisyan Title: Director of Teacher Programs

Please fill out the information above (page 10), sign and return this document according to the instructions in the American Councils' Acceptance Package Checklist.