

WKU Confucius Institute

孔子学院

CONTRACT FOR NEW SCHOOL DISTRICTS – 2015/2016 ACADEMIC YEAR

This is a contract for the Chinese Language instruction, each contract year runs from July 1 through June 30 or the end of each school year (whichever comes first).

School District Responsibilities

1. School Districts have the option of requesting a Certified or Un-certified Hanban Teacher(s).
2. The School District must provide transportation for the teachers to attend the mandatory professional developments sponsored by the Confucius Institute, and Hanban/Confucius Institute Headquarters for the Hanban Teacher(s). Majority of the costs and arrangements associated with attending the event (e.g., registration, hotel accommodations, etc.), will be covered by the Confucius Institute at WKU or Hanban/Confucius Institute Headquarters.
3. It is the School District's responsibility to establish and inform the Hanban Teacher(s) on the following policies:
 - Sick/Personal Days
 - Dress Code
 - Job duties and expectation (i.e. bus duty, hallway monitor, etc.)
 - The School District must attend the mandatory professional developments sponsored by the Confucius Institute, and Hanban/Confucius Institute Headquarters for the Hanban Teacher(s). All costs and arrangements associated with attending the event, e.g., registration, hotel accommodations, per diem, transportation, etc., will be covered by the School District
 - Assign a Mentor Teacher to assist with the acclimation process
 - Specific work hours
 - Please Note: The Hanban Teacher's work hours may not exceed the State mandated 37.5 hours/week. **The Hanban Teacher's direct teaching hours may NOT exceed 25 Hours per week.**
4. WKU Dual Credit Chinese can be offered to high school students who wish to participate. Please contact Mr. Dewayne Neeley at 270-745-2386 or at dewayne.neeley@wku.edu.
5. Each Hanban Teacher will arrive with the following:
 - Criminal Background Check documentation that has been conducted in China (In English)
 - TB Skin test results from WKU Health Services
 - Kentucky Health Form (Completed in English from China)
6. The School District will perform one teacher evaluation during the Fall semester (submitted to CI at WKU prior to **Winter Break**), using the current district form. Additional evaluations may be conducted on an as needed basis.

School District Cost/Fees

1. **Housing** - The School District will arrange and pay for housing up to \$550/month per teacher. Housing can be either a rented house, apartment, or Host Family (the District is under no obligation to pay the Host Family for assistance).
 - a. Please Note: Due to Federal tax regulations, Hanban Teachers should never be given funds directly to cover housing, transportation or utilities. The School District will pay housing, transportation and utility costs directly to the appropriate party. Any and all leases, utility contracts or rental agreements should be signed by the District.
 - b. If the total monthly cost per teacher is under \$550/month, we strongly encourage the funds to be used for amenities (i.e. cable, internet, etc.).

Suggestion: Please have your tax experts review IRS Publication 519, due to the housing fees you have agreed to pay the Hanban Teachers. <http://www.irs.gov/pub/irs-pdf/p519.pdf>
2. **Transportation** - The District will be responsible for transportation for the Hanban Teacher to and from work, additional school-related activities, and professional development activities sponsored by the CI at WKU or Hanban/Confucius Institute Headquarters for the Hanban Teacher(s).
3. **Meals (Breakfast/Lunch)** - Optional.
4. **Health Insurance** - The District will be responsible for the required medical insurance program through WKU Health Services. The cost is approximately \$1,600 for the year.
5. **Certified Teachers** - The cost for a KY Certified Hanban Teacher is \$4,000.
6. **Un-Certified Teachers** - The processing cost for an Un-certified Hanban Teacher is \$2,000.
7. **New District Start-Up Fees (1 Time Payment)** - The cost start-up is \$2,000 for providing all source materials including books, classroom materials, and any pertinent teaching materials needed for your teacher.
8. **J1 Visa Coordinating & Processing Fee** - The coordinating and processing fee for each Chinese Hanban teacher is \$1,200.
 - Please note that all invoices from Confucius Institute at WKU are due 30 days from receipt of invoice.

Check the following that apply:



Number of "Certified Teacher(s)" requested: 1

School(s): Jodd County Central High School

- Female
Teacher



Number of "Un-Certified Teacher(s)" requested: _____

School(s): _____

I understand the requirements and responsibilities of the District as stated in the document above.

Wayne Benningfield

2/10/15

Signature (District Superintendant)

Date

Jodd County Public Schools

District