

AGREEMENT OF PARTICIPATION

IN

KENTUCKY K-12 CHINESE LANGUAGE AND CULTURE

PROGRAM

Definitions

NKCES: Northern Kentucky Cooperative for Educational Services

KCMLC: Kentucky Center for Mandarin Language and Culture

Host School District: Covington Independent School District

Host School: Sixth District Elementary School

This Agreement is between NKCES, KCMLC, the Host School and Host School District. It serves to document the parties' mutual understanding and agreement to participate in KCMLC's K-12 Chinese Language and Chinese Teachers Program for the academic year 2022-2023. It states the responsibilities of the Parties, which comprise NKCES, KCMLC, the Host School, and the Host School District.

WHEREAS KCMLC's K-12 Chinese Language and Chinese Teachers Program facilitates NKCES's goals of improving outcomes for P-12 students by providing leadership and support for Chinese language programs in Kentucky's K-12 classrooms.

WHEREAS the Host School wishes to provide its students with access to Chinese language instruction and NKCES and Instructors are willing to provide certain instructional services as outlined herein.

NOW THEREFORE, the parties agree as follows:

Article 1: NKCES Responsibilities

1. To Host School

- a. Select and train qualified Instructors from China, from a pool of candidates, for placement in full-time Chinese language instruction positions in a Host School for a period of two to three years, with a possible extension for an additional two years. The number of Instructors to be placed in a Host School will be agreed to annually, in advance, by NKCES, the Host School, and the Host School District. At the time of appointment, Instructors will have at least two years of teaching experience. In the event of travel restrictions, visa restrictions or other restrictions that prevent the Instructor from being in the school building, instruction will be conducted virtually until the Instructor is able to be present.
- b. Assign Instructor to Host School.
 - i. NKCES' responsibility to place Instructors in Host School is contingent on an available pool of candidates acceptable to NKCES and is contingent on continued funding from Beijing Language and Culture University and Jilin University in support of NKCES' K-12 Chinese Language and Culture Program.
- c. Provide the newly arrived Instructors a one-week orientation program, pedagogical training, and training on curriculum development that will follow, to the extent possible, Kentucky Academic Standards for World Language.
- d. Provide periodic pedagogical training to Instructors on teaching Chinese as a foreign language. Training will include, but will not be limited to, fundamentals of United States education pedagogy, teaching methodologies, classroom management, Kentucky Academic Standards for World Language, ACTFL Communicative Modes of teaching, and in-class experience working with U.S. K-12 students.
- e. Periodically observe and monitor the effectiveness of the Instructor.
- f. Cooperate with Host School to conduct annual and end-of-tenure evaluations of each Instructor.

- g. Provide information, as needed, to the KY Department of Education to assist it in completing the DS-2019 forms needed for visa applications.

2. To Instructors:

- a. Assist Instructors in preparing their applications for US visas.
- b. Assist Instructors with their international travel arrangements.
- c. Arrange airport pick up for NEW Instructors.
- d. Provide an orientation to the United States for Instructors, help them to establish bank accounts, acquire cell phone service, and, assist them in other ways with their transition to the United States.
- e. Provide access for Instructors to cross-cultural activities.

Article 2: Host School Responsibilities

1. Identify possible housing options for Instructors and communicate options to NKCES Program Coordinator.
2. Assist Instructors to settle in Host School and the community, including, but not limited to, providing transportation to Host School for a maximum of three months after Instructors arrive in the community.
3. Assist all Instructors to complete CA-1 form to apply for one-year limited Kentucky Teacher Certification.
4. Ensure that a criminal background check is obtained for Instructors, and such other background review as is necessary to teach in the Host School District.
5. Provide Instructors with a district email address, a desk, clerical support such as access to school printer, copier and office supplies, and the necessary credentials to access the district computer network.
6. Pay NKCES a support fee of \$8,000, per Instructor, per academic year.
7. Identify a school employee to provide mentorship to the Instructor in the first year to help the Instructor adjust to the school environment and culture.
8. Allow time for the Chinese teachers to observe American teachers' classes.
9. For grades K-5, make sure that each Chinese class meets 3 times a week, at least 20 minutes per class period.

- a. For grades K-5, make sure that the classroom teacher or an instructional assistant is present in the classroom together with the Chinese class, and when necessary help to maintain classroom management.
10. Observe the Chinese teacher one to two times per academic year and send feedback report to NKCES by the beginning of May in each academic year. Feedback report form will be provided by NKCES.
 - i. If the Host School determines that the teaching effectiveness of an Instructor is deficient, as defined by published criteria (16 KAR 5:010 and 16 KAR 1:020), the Host School must relay this information to NKCES. The Host School and NKCES will create an Improvement Plan for the Instructor and establish a three-month period for the implementation of the Improvement Plan. If at the end of the established three-month period, the above parties agree that there has not been sufficient improvement as outlined by the Improvement Plan, the Host School may relieve the Instructor of his or her teaching responsibilities at the end of that semester. The Host School may relieve an Instructor of teaching responsibilities at any time for violations of conduct considered serious, but only after consultation with NKCES. If Host School relieves an Instructor of his or her teaching responsibilities during the academic year, NKCES is not responsible for providing a replacement within the same academic year.
11. Obtain the outgoing Instructor's Content Report (a summary of each class's learning progress, i.e., content covered in the last year) and hand it to the new teacher.
12. Provide training for Chinese Instructors on the Infinite Campus System as needed.
13. Supervise and manage the Chinese Instructors with the same expectations and regulations that apply to all other Instructors in the building.
14. Inform the Instructors of district regulations and employee expectations and provide written copies of these regulations whenever possible.

It is understood that the implementation of this agreement will commence on the date of last signature below.

**Joe Moran, Principal
Host School**

DATE

**Alvin Garrison, Superintendent
Host School District**

DATE

**Amy Razor, Executive Director
NKCES**

DATE

**Dr. Mike S. Stacy, Director
KCMLC**

DATE