

AGREEMENT OF PARTICIPATION

IN

K-12 CHINESE LANGUAGE AND CHINESE TEACHERS PROGRAM

Definitions

NKYEC: Northern Kentucky Education Council

KCMLC: Kentucky Center for Mandarin Language and Culture

Host School District: Southgate Independent Schools

Host School: Southgate Elementary School

This Agreement is between NKYEC, KCMLC, the Host School, and the Host School District. It documents the parties' mutual understanding and agreement to participate in KCMLC's K-12 Chinese Language and Chinese Teachers Program for the academic year 2024-2025. It states the Parties' responsibilities, including 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: NKYEC/KCMLC 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 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

NKYEC, KCMLC, the Host School, and the Host School District. At the time of appointment, Instructors will have at least two years of teaching experience.

- b. Assign Instructor to Host School.
 - i. NKYEC's responsibility to place instructors in the host school is contingent on an available pool of candidates acceptable to NKYEC and continued funding from Beijing Language and Culture University to support KCMLC's K-12 Chinese Language and Culture Program.
- c. Provide the newly arrived Instructors with 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 the 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 required 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 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. Assist Instructors in settling in the Host School and the community, including, but not limited to, providing transportation to the Host School for a maximum of three months after Instructors arrive in the community.
- 2. Assist all Instructors in completing the digital CA-1 form to apply for a one-year limited Kentucky Teacher Certification.
- 3. Ensure that a criminal background check is obtained for Instructors and other background reviews necessary to teach in the Host School District.

4. Provide Instructors with a district email address, a desk, and clerical support such as access to school printers, copiers, office supplies, and the necessary credentials to access the district computer network.
5. Pay NKYEC a support fee of \$4,000 for each Instructor (year one) and \$8,000 for year two.
6. Identify a school employee to mentor the instructor in the first year to help the Instructor adjust to the school environment and culture.
7. Allow Chinese teachers to observe American teachers' classes.
8. For grades K-5, ensure that each Chinese class meets three times a week, at least 20 minutes per class period.
 - a. For grades K-5, ensure that the classroom teacher or an instructional assistant is present in the classroom with the Chinese class, and when necessary, help maintain classroom management.
9. Observe the Chinese teacher one to two times per academic year and send feedback reports to NKYEC by the beginning of May in each academic year. NKYEC will provide a feedback report form.
10. If the Host School determines that the teaching effectiveness of an instructor is deficient (according to 16 KAR 1:020), the Host School must relay this information to KCMLC. The Host School and KCMLC will create an Improvement Plan for the instructor and give the instructor three months to implement 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 their 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 KCMLC. If the Host School relieves an instructor of their teaching responsibilities during the academic year, KCMLC 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 the last signature below.

**Shannon Hansman, Principal
Host School**

DATE

**Dr. Randy Poe, Executive Director
NKYEC**

DATE

**Greg Duty, Superintendent
Host School District**

DATE

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

DATE