

BINATIONAL TEACHER EXCHANGE PROGRAM

GUIDELINES FOR BINATIONAL TEACHERS



OREGON
DEPARTMENT OF
EDUCATION

Oregon achieves . . . together!

Oregon Department of Education (ODE)

Office of Teaching and Learning and Assessment

Multilingual and Migrant Education

255 Capitol Street NE

Salem, OR 97310-0203

Mary Martinez-Wenzl Ph.D.

Director of Multilingual and Migrant Education

Mary.Martinez-Wenzl@ODE.Oregon.gov

Natalia Piar

Binational Program Coordinator

natalia.piar@ode.Oregon.gov

Mariana Zaragoza Ph.D.

Operations & Policy Analyst

Mariana.Zaragoza@ode.Oregon.gov



OREGON
DEPARTMENT OF
EDUCATION

Oregon achieves . . . together!

Oregon Department of Education

Charleen Williams
Director

Carmen Xiomara Urbina
Deputy Director

Jennifer Patterson
Assistant Superintendent
Office of Teaching, Learning and Assessment

Mary Martinez-Wenzl
Director
Multilingual and Migrant Education Team
Office of Teaching, Learning and Assessment

Mariana Zaragoza
Multilingual and Migrant Education Specialist
Multilingual and Migrant Education Team
Office of Teaching, Learning and Assessment

Natalia Piar
Multilingual and Migrant Education Team Coordinator
Binational Teacher Exchange Program Coordinator
Multilingual and Migrant Education Team
Office of Teaching, Learning and Assessment



Introduction

The section guidelines are designed to guide Oregon Department of Education Multilingual and Migrant Education staff, Migrant Education district/ESD coordinators, school district administrators, binational teacher exchange coordinators from Mexico and the US, and summer school staff through the process of creating and maintaining an effective Binational Teacher Exchange Program (BTEP). This guidance is meant to provide instructions for basic program requirements, administration, fiscal procedures regarding stipends for teachers and host families, accountability, and other useful information needed to implement the Binational Teacher Exchange Program.

This guide is based on U.S. Department of Education Title 1-C regulations and the guidance for the Binational Teacher Exchange Program. The ODE Multilingual and Migrant Education team is also available to provide individualized technical assistance when needed. Please contact ODE for personalized assistance.



What is the Migrant Education Program (MEP)?

The Migrant Education Program (MEP) was added in 1966 U.S. Congress amended Title I of the ESEA. The amendment Part C—Education of Migratory Children authorized state and federal financial assistance to be allocated to help improve the educational opportunities and academic success for the children of migratory agricultural workers by providing high-quality programs and support services including academic instruction; remedial and compensatory instruction; bilingual and multicultural instruction; vocational instruction; career education services; special guidance; counseling and testing services; health services; and preschool services. Federal funds are allocated by formula to SEAs, based on each state's per pupil expenditure for education, and count eligible migratory children, aged 3 through 21, residing within the state.

Binational Teacher Exchange Program

The Binational Teacher Exchange Program is a collaborative effort between the Secretaría de Relaciones Exteriores (Secretary of Foreign Relations), Secretaría de Educación Pública (Secretary of Public Education) of individual states in Mexico, the Mexican Consulates, Oregon Department of Education, and participating Migrant Education districts and Educational Service Districts that brings teachers from Mexico to spend six to eight weeks participating in the

Migrant Education summer school activities. The purpose of the exchange is to promote a better understanding between the educational system of Mexico and the United States of America in order to strengthen the educational process of students from both countries through the participation of teachers in training and professional development in a multicultural context.

While on exchange, teachers are asked to contribute and enhance knowledge of history, culture, values, and national traditions in students of Mexican origin living in the United States, and to strengthen their national identity while improving the quality of education.

Mexican teachers foster and contribute to ongoing communication between teachers in the U.S. to share experiences and increase knowledge of teaching instruction within K-12 migrant summer schools. They collaborate with administrators, teachers, parents, and students during the migrant summer school program to improve educational services provided to Mexican and/or students of Mexican origin living in both countries. They actively assist in teaching math, reading and writing, the sciences, history, Mexican culture, and provide support in other subjects. All activities should be done in collaboration with regional/ESD MEP Programs.



Guidelines for Binational Teachers



Role of the Binational Teachers

The district/ESD summer school plan for Mexican teachers should be based on the needs of the district/ESD and their overall plan to serve migrant students. In general, the Memorandum of Understanding of Education between the Governments of Mexican United States and the United States of America describe the role of Mexican teachers on exchange and has been shared at the Conference led by the SEP and IME during March.

Nevertheless, as a reminder, ODE wants to share some informational aspects regarding the program that Binational Teachers should be aware of during the process.

Before the Exchange

Prior to the exchange, binational teachers may expect the following events:

Steps	Activities
Step 1	Candidates apply to the Binational Teacher Exchange by submitting their professional profile to the Commission (SRE-IME; SEPDGPEMPC-DGAIR; and National Coordination and Vice coordination of PROBEM and Coordinators of the sponsoring states of teachers for the Exchange).
Step 2	Candidates are scheduled for a preliminary interview with the Oregon Department of Education, Binational Teacher Exchange Coordinator.
Step 3	A final invitation for participation in the Binational Teacher Exchange is sent to candidates.
Step 4	Mexican teachers confirm participation and attend the XXVI National Training Seminar for the Binational Teacher Exchange Program.
Step 5	The teachers submit to ODE all the necessary information to process the J-1 Visa, medical insurance, and contract:

	<p>The process to obtain the J-1 visa will be handled by a visa sponsoring agency chosen by the Oregon Department of Education. Binational teachers will need to submit any documentation necessary to comply with J-1 visa requirements and after screening from the agency is completed, teachers will receive their DS-2019 form. This form will allow the teachers to schedule their visa appointment at the embassy of their preference in Mexico and complete any necessary paperwork.</p> <p>The sponsoring agency will share training materials and recommendations to attend the J-1 visa interview and any other instructions necessary. Binational teachers will need to complete additional training offered by the J-1 visa sponsor to be in compliance with the Department of State requirements.</p>
Step 6	<p>The binational teachers receive confirmation of their J-1 visa approval from the American Embassy.</p> <p>*The final decision of granting a J-1 visa to a binational teacher is only made by the American embassy. Depending on their processes and requirements not all teachers might receive a J-1 visa.</p>
Step 7	<p>The State PROBEM coordinators will initiate contact and partnership with Mexican binational teachers (exchanging contact information, scheduling meetings prior to arrival to connect, establish programmatic needs of your regional summer program, and expectations of the binational teachers in your region, among others).</p>
Step 8	<p>Migrant Education Coordinators will schedule a series of Zoom planning meetings prior to the arrival of the Mexican teacher to develop an educational work/lesson plan in collaboration with PROBEM coordinators and binational teachers. The teachers should review any district handbooks/guidelines; materials related to Migrant Education summer school and connect with the Migrant Education Coordinator with questions, comments, or concerns.</p>
Step 9	<p>The teachers should prepare for the exchange program by connecting with PROBEM Coordinator for flight information, repatriation insurance, and complete any outstanding requirements; read over host family rules and regulations; and coordinate with the Migrant Education Coordinator for airport pick-up.</p>

During the Exchange - School Responsibilities

While in an educational setting during the exchange, binational teachers may expect the following activities to be listed as requirements in their contracts with the school district or ESD:

Activities
Assist the lead teacher in supporting classroom day-to-day tasks.
Support lead teacher in practicing instructional strategies, curriculum scope and sequence, use and implementation of pedagogical projects, and gathering instructional data.
Observe students and make recommendations to teachers on student needs.
Collaborate in the promotion of parental/community involvement.
Participate in community or extracurricular activities organized by the district, in collaboration only when these activities do not interfere with the development and implementation of previously scheduled activities and objectives and the sponsoring organization is in complete agreement of such activities.
Collaborate and suggest the development and use of training materials for families and students.
Follow district/ESD policies and procedures.
Assist lead teacher in keeping records and reports.
Other duties as assigned and will vary by Migrant Education Program.

During the Exchange - Responsibilities as a Guest

For your information below, binational teachers may expect the following to be covered in their contracts with the school district or ESD, the failure to abide by which may result in termination of the contract and subsequent dismissal from the Binational Teacher Exchange Program:

Activities

Upon arrival, binational teachers should attend a host family meeting to discuss house rules and day-to-day family routines and expectations. Make sure to exchange contact information, including an emergency contact number for a family member back home.

Meet with the Migrant Education Coordinator weekly to address any questions, concerns, issues, medical emergencies, stipends, cultural activities, etc. Please share any additional duties assigned by the Mexican government outside of your workday schedule including seminars, classes, and work assignments.

After contacting law enforcement, if appropriate, any issues (from the list below) will be elevated to the Migrant Education Program Coordinator and the ODE Binational Educator Exchange Coordinator. They will guide you through a process to resolve any issues that emerge. Any issue related to misconduct (abusing drugs and alcohol, sexual misconduct, arrest, stealing, travel to another state without authorization) may result in your dismissal from the Binational Teacher Exchange Program, cancellation of your J-1 Visa with immediate return to Mexico, and a report to the Department of State of the United States of America.

Immediate Dismissal:

- Abusing drugs and alcohol
- Sexual misconduct
- Arrest
- Stealing

Elevated issues:

- Accidents
- Travel to another state without authorization
- Natural disasters
- Emergency travel home

- Health issues
- Teacher requesting a new host family
- Teacher requesting to leave the program.

For minor issues, binational teachers are encouraged to work directly with the host family for a resolution. Connect with the Migrant Education Coordinator, when a resolution cannot be reached. Minor issues may include:

- Adjustment issues
- Miscommunication
- Little to no interest engaging with the host family
- Running out of money
- Medical emergencies
- Disrespectful behavior
- Issues with hygiene
- Not obeying house rules relating to expectations about chores
- Use of personal belongings

If invited, participate in family activities throughout the week and on the weekends. Notify your Migrant Education Coordinator if there are questions about travel. As mentioned above, unauthorized independent travel without prior approval may result in immediate dismissal from the Binational Teacher Exchange Program.

Please be respectful and considerate of the members of the host family.

Do not ask host families to borrow or provide items, or to cover personal expenses.

Binational teachers should expect to attend all work-related responsibilities and activities.

For the reasons listed above, binational teachers should refrain from consuming alcohol, illegal drugs, or abusing prescription medication.

After the Exchange

Following the completion of the program, binational teachers should provide their PROBEM Coordinator, the local coordinator, and the State Migrant Education Coordinator with a full paper and digital report of activities during the exchange, including suggestions and contributions they consider relevant to improve the exchange process. Please submit your reports to your state and the Mexican government for the National Evaluation PIM Meeting.

Reminders:

- Bring any and all medications requiring a prescription and any over-the-counter medication due to the cost and availability of medicine.
- Bring any documentation required regarding vaccination status (COVID-19)
- When traveling to the United States, have your DS-2019 form, passport and identification information at hand. Do not laminate any documents.
- Share your emergency contact information with your regional program coordinator in Oregon, and your regional program coordinator's contact information with your family to use only in case of emergency.