

## **BINATIONAL TEACHER EXCHANGE PROGRAM**

# GUIDELINES FOR MIGRANT EDUCATION COORDINATORS AND ADMINISTRATORS



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## Oregon Department of Education (ODE)

*Office of Teaching and Learning and Assessment*

Multilingual and Migrant Education

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# 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 Migrant Education Regional Coordinators



The Migrant Education Coordinator (MEP) representing each region will serve as the main point of contact with ODE staff, binational teachers, PROBEM coordinators, and host families.

## Use of Title I-C funds: Services Provided to Migrant and Non-migrant Students

The binational teacher exchange program is funded with Title 1-C funds, which can only be used to serve migrant students. Migrant regional programs will need to notify ODE if they are serving students other than migrant students. ODE may need to calculate the percentage of administrative fees that are incurred by the state by having non-migrant students participate in a district/ESD summer program. Coordinators will be asked to share a count or percentage of non-migrant student participants. Based on the number of non-migrant participants, ODE will access a percentage of administrative fees incurred by each district/ESD by having them participate. Note that only specific expenses are covered by title 1-C funds including J-1 visa processing, medical insurance, binational teacher training, and the final ceremony that takes place in Salem, OR with all binational teachers.

Under federal regulations and guidelines, any costs associated with Migrant Education must fall under the following criteria:

*The activity or service comports with the results of the State's Comprehensive Needs Assessment (CNA) and the strategies outlined in the State's Service Delivery Plan (SDP).*

*MEP funds are first used to meet the identified needs of migratory children that result from their migratory lifestyle, and to permit these children to participate effectively in school.*

*The activity or service meets the needs of migratory children that are not addressed by services available from other Federal or non-Federal programs.*

*MEP funds are used to supplement, rather than supplant, the use of State and local funds.*

*The costs of the service or activity comports with the cost principles described in the Uniform Guidance (Subpart E of 2 CFR Part 200). The cost principles require, among other things, that costs of the service or activity be reasonable and necessary, and be allocable (or chargeable) to the MEP relative to the benefit received.*

**Important:** Specific guidelines around use of Title 1-C funds to support cultural and recreational activities for binational teachers. The Code of Federal Regulations cost principles that Title 1-C must follow require prior written approval for entertainment costs (as well as many other types of expenditures). Per CFR § 200.438, “the costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable.” Exceptions are allowable when there is a clear programmatic purpose and prior written approval. This means that you will want to include any planned entertainment activities and costs in your summer budget narrative (CIP BN). ODE’s approval of the budget narrative by Title IC’s grant manager at ODE meets the CFR requirement for prior written approval.

If you have any questions, please contact Yuliana Kenfield at [Yuliana.kenfield@ode.oregon.gov](mailto:Yuliana.kenfield@ode.oregon.gov)

## Contracts for Binational teachers and host families

Migrant regional programs will be responsible for contracting directly with Binational teachers and host families. Participating regional programs based in Districts/ESDs will be able to obtain teacher’s background checks from the teacher’s Mexican state through the Binational Program Coordinator at ODE.

Once the binational teachers pre-assigned to regional programs confirm their J-1 visa has been granted, regional coordinators will gather relevant personal information to complete the contract co-created with their business office and send electronically a copy to be signed by the binational

teacher. Once the contract is signed, please send a copy to ODE’s binational coordinator.

See **appendix D** for the minimum requirements for teachers’ contracts.

For host families, regional programs should develop a contract that includes, but is not limited to, responsibilities of the host families, stipend amount per week, and duration of the program. See **appendix E** for the minimum requirements.

## Stipends for host families

The Oregon Department of Education requires all host families to receive the same stipend amount. The approved host family stipend is **US\$350** per week.

The stipend is intended to offset lodging, food, and transportation expenses. Reimbursements are not provided for additional purchases or expenses, such as travel or entertainment costs, not directly related to the migrant summer school program. Please note: coordinators are responsible for arranging transportation from the designated airport to the home of the host family and vice versa once the program has ended.

## Stipends for teachers

The Oregon Department of Education requires all visiting binational teachers to receive the same stipend amount. The approved teacher stipend is **US\$510** per week.

## Reimbursements for Binational Teachers

Participating regional programs will be responsible to reimburse binational teachers for their J-1 visa appointment and SEVIS fee. Binational teachers must provide a copy of their receipts. If any of these fees are paid in Mexican pesos, regional programs will need to make the exchange to

Dollars based on the exchange rate on the date of the transaction reflected in the receipt provided. Visit the [U.S. Department of the Treasury](https://www.finance.dhs.gov/exchange-rates) website for rates of exchange. These fees together will be on average between **US\$400-\$500**. If you have any questions, please reach out to the binational coordinator at ODE.

## Conditions under which MEP employees can be hosts

**Public employees, including employees of school districts and ESDs, are required to adhere to Oregon Government Ethics law. This means that no public employee or volunteer should personally financially benefit through use of their position. ORS 244.040(1) prohibits every public official (which includes MEP employees) from using or attempting to use the position held as a public official to obtain a financial benefit, if the opportunity for the financial benefit would not otherwise be available but for the position held by the public official.**

Because host families are financially compensated through a stipend, it is important to ensure that the opportunity to be a host family is not restricted to MEP staff members. Utilizing Migrant Education staff as host families may be permitted, provided districts/ESDs demonstrate good faith efforts to recruit host families outside of agency staff, following the outreach guidelines provided in this handbook. Migrant Education Coordinators must provide written documentation showing recruitment efforts and meet with an ODE Migrant staff member to discuss their recruitment efforts before selecting migrant staff as hosts.





# Coordinator Responsibilities Related to Binational Teacher Exchange Program

As a participating regional coordinator, it is essential that all coordinators have the same understanding of the responsibilities related to the BTEP. Below are the minimum requirements before the arrival of the binational teachers, during, and after the exchange program. ODE recognizes that many programs have driven their program according to their needs and processes that were shared in the past, with the creation of the Multilingual and Migrant Education Team at the ODE, some of these practices have been revised in order to comply with any federal and state regulations. If you need any clarification from the following guidance, please reach out to ODE's Binational Coordinator to obtain support.

## Before Arrival: Preparing for binational teachers and setting them up for success

For your information, this section details the roles and responsibilities of the MEP coordinator, as well as recommendations from ODE, in the months prior to the arrival of binational teachers from Mexico. Additional guidelines or requirements may apply to individual programs.

| Timeline <sup>1</sup>     | Activities  |
|---------------------------|---|
| <b>December - January</b> | Submit your request for summer binational teachers with all preliminary background information and specific needs of your regional program to ODE.  |
| <b>February - March</b>   | ODE's binational coordinator, based on your request, will connect with Mexican authorities to obtain a list of potential candidates and follow up with the selection process to guarantee that binational teachers referred are in compliance with J-1 visa regulations and match pre-selected teachers with your |

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<sup>1</sup> These estimated timelines might change depending on the process that regional programs have in place, J-1 visa processing and other external factors to consider.

|                     |  |
|---------------------|--|
|                     | regional needs, language assessment, and their educational, demographic and work backgrounds.  |
| <b>March - June</b> | <ul style="list-style-type: none"> <li>- Once you are notified by ODE’s binational coordinator of the teacher(s) pre-assigned to your region, connect with the State PROBEM coordinators to initiate the process and partnership with Mexican binational teachers (exchanging contact information, scheduling meetings prior to arrival to connect, establish programmatic needs of your regional summer program, expectations of the binational teachers in your region, among others).</li> <li>- Coordinate, depending on your programmatic regional needs, a minimum of two zoom planning meetings prior to the arrival of the Mexican teacher(s) to develop an educational work/lesson plan in collaboration with PROBEM coordinators and binational teachers. <ul style="list-style-type: none"> <li>○ During these meetings make sure to gather background information related to the binational teacher’s pedagogical knowledge and experience in pre-school, elementary, secondary and/or high school, cultural background, etc. so you can determine the best pedagogical support the teachers may provide to your students.</li> <li>○ Please note: teachers are experts in their field and have not been selected to exclusively provide entertainment activities for students and family. ODE highly encourages Districts/ESDs to contribute to their pedagogical growth by creating spaces where they can actively implement teaching and learning strategies from Mexico. All interactions should be designed to have meaningful experiences with students and families.</li> </ul> </li> <li>- Share any district handbooks/guidelines, materials related to Migrant Education summer school with teachers.</li> </ul> |

|                          |   |
|--------------------------|---|
| <p><b>April- May</b></p> | <ul style="list-style-type: none"> <li>- Any planned entertainment activities and costs related to the cultural exchange with binational teachers must be included in your summer budget narrative to obtain approval in compliance with federal requirements. See Use of Title I-C funds.</li> <li>- Coordinate arrival and departure to airports (Portland International Airport, Eugene Airport, etc.) ahead of time, and share this information with ODE's Binational Coordinator, PROBEM coordinators, and Binational teachers.</li> <li>- Connect with your District/ESD business office to establish the process and documentation necessary to co-create the agreement (contract) that will be signed between your program and the binational teacher. <ul style="list-style-type: none"> <li>o This agreement should include information related to their role in your summer program, duration of the program, resources provided (email, badges, materials, etc.), stipends, reimbursement for J-1 visa appointment, and SEVIS fee, commitment to follow rules and regulations, and expectations.</li> </ul> </li> <li>- Connect with your District/ESD business office to establish the process and documentation necessary to co-create the agreement (contract) that will be signed between your program and host families. This agreement should include information related to stipends, expectations related to transportation, lodging, and meals, and any other information you might consider relevant.</li> <li>- Connect with your District/ESD business office to verify stipend processing for binational teachers that will include a prepayment amount equivalent to one week stipend upon arrival. Additional stipend payments can be done at any time during the exchange. These payments should be done while the teachers are in the United States to avoid complicated transferring processing to Mexico.</li> </ul> |
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## Before Arrival: Recruiting and Supporting Host Families

The success of the program is due in part to having host families who take on the responsibility of inviting binational teachers to become part of their family for three to eight weeks. MEP Coordinators are integral to recruiting families to host, identifying appropriate host families, and matching host families to their teacher. This section provides recommendations, examples, and templates that can help in these efforts.

| Timeline <sup>2</sup> | Activities   |
|-----------------------|--|
| March - June          | <ul style="list-style-type: none"><li>Recruit host families by reaching out to prior hosts, fellow teachers, relatives, neighbors, and friends; by attending school events and tabling, speaking at school wide family nights or migrant specific events; or by utilizing your program's social media.</li></ul> <p>You might want to consider, depending on your safety protocols and safety practices for binational teachers, placing a news release in the local paper, sending public service announcements at local radio stations, asking local news cable to create a story, providing information to local faith leaders, and connecting with local organizations, World language teachers, alumni associations, adult and youth sports leagues, local Facebook groups, and community volunteer programs.</p> <ul style="list-style-type: none"><li>Keep record of host family recruitment efforts to present to ODE Binational Exchange Coordinator (see hosting guidelines for information regarding migrant staff serving as hosts).</li></ul> |
| By May                | <ul style="list-style-type: none"><li>Connect with potential families gathering preliminary information related to hosting availability, gather input, share host families' expectations, share family questionnaire (<b>APPENDIX A.</b>) to gather preliminary information to match teachers with host families.</li></ul>  |

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<sup>2</sup> These estimated timelines might change depending on the process that regional programs have in place, J1 visa processing and other external factors to consider

|                  |  |
|------------------|--|
| <b>By June</b>   | <ul style="list-style-type: none"> <li>Finalize a list of host families that meet host requirements including three meals a day, their own bed and either their own room or a shared room with no more than three teachers, a space to put their belongings, and transportation to and from their teaching assignment.</li> <li>Process paperwork concerning host family applications such as family W-9.</li> </ul>   |
| <b>May –June</b> | <ul style="list-style-type: none"> <li>Prior to the binational teacher’s arrival, plan to host family orientation session(s) encouraging all family members in the household to attend. Repeat host families are also required to attend. During the event, introduce host families to one another to establish a support network. Give families specific program information regarding the migrant education program, the Binational Teacher Exchange Program, migrant summer school, share the “day in the life” story (found in Module 2), outline program expectations for binational teachers and host families, share recreational and cultural plans for binational teachers planned by your regional program. Address any questions or concerns.</li> <li>Meet one-on-one with host families to co-create a list of house rules chosen from Host Family House Rules Question Bank (<b>APPENDIX B</b>).</li> <li>Email the plan of arrival and departure with host families including flight details, pick-up times, drop-off to the host family, and departure plans.</li> </ul> |

## During the Exchange: Ensuring Success

This section details the activities and procedures needed for the daily operations including teacher and host family check-ins and conflict resolution.

Please note: each Mexican state may have requirements for teachers in addition to their summer school exchange. For example, some teachers may have regular meetings with Mexican coordinators after their workday or on the

weekends. Others may be taking courses or attending weekend seminars to fulfill requirements for participating in the summer exchange.

## Stipends for Binational Teachers

In collaboration with your business office process stipends payment, and reimbursement for J-1 visa appointment and SEVIS fee to binational teachers.

## Stipends for host families

Consult with your business office to determine documentation needed to process stipends for host families and determine the stipend payment schedule to meet the needs of host families. Process paperwork concerning host family applications such as family W-9.

Please note:

- Contact the insurance provider for specific questions related to individual coverage.
- Create a list of local doctors and urgent care providers that accept their insurance.
- Please do not sign your name to a doctor or hospital form serving as the financial guarantor. You are not responsible for covering the cost of medical procedures, medicine, medical supplies, etc. if such an issue presents itself.

## Medical Insurance

Serve as the point of contact in case of emergencies or if the binational teacher needs medical attention. Ensure that you communicate with binational teachers that costs in the US healthcare systems are greater than those outside the US. In some cases, preexisting conditions may not be covered under their plan and binational teachers should be aware that they will be responsible for paying medical bills directly. They should bring any and all medications requiring a

prescription and any over-the-counter medication due to the cost and availability of medicine. All binational teachers will be provided with medical insurance.

Every teacher will have medical insurance that will cover the minimum requirements by the Department of State for J-1 visa holders. Migrant Coordinators will receive a copy of the brochure, which includes benefits and coverage. Make sure to review these brochures so that in case it is needed you know how to proceed. Migrant coordinators might also obtain support from the Binational Teacher Exchange Program fiscal agent. (the binational teachers exchange fiscal agent is Lane Educational Service District.)

For any support, contact the ODE's Binational Exchange coordinator Natalia Piar at [natalia.piar@ode.oregon.gov](mailto:natalia.piar@ode.oregon.gov).

## Orientation and regular check-ins

Host binational teacher orientation before arrival or after arrival related to their summer school placement, rules and regulations of the school, and share expectations during the summer program.

Make sure to invite summer school staff to introduce the binational teachers and share expectations around pedagogical support and collaborative efforts.

Scheduling weekly check-ins with binational teachers and host families to openly address any questions, concerns, issues, or positive interactions related to summer school placement, host family, exchange process, adjustment to the U.S., medical emergencies, stipends, cultural activities, etc.

For host families these check-ins might look like a phone call or a text depending on the Migrant coordinator and families' availability.

## Problem-solving

Assist in problem-solving issues between host families and binational teachers. If an issue arises coordinators serve as the mediator identifying the appropriate next steps for resolution.

- Gather information using the sample questions (**APPENDIX C**).
- After learning about the situation, connect with each side and gather information to identify whether the issue is considered minor or significant (**APPENDIX C**).
- For minor issues, bring the host family and the binational teacher together making space for each person to describe their view of the conflict without comments or interruption from the other party. This is a short discussion to make clear the disagreement and exactly which views conflict. Gather information by listening to all sides. After meeting with both parties, use the host family contract and program contract to guide you to a resolution. If the binational teacher or the host family did not adhere to the house rules or program host expectations reintroduce the expectations to both parties individually. Follow-up by gathering both parties to get them thinking about a potential compromise, resolution, and goals. Collaboratively decide on next steps. Connect the following week to gather feedback and identify if the issues have been resolved.
- After contacting law enforcement, if appropriate, any issues (from the list below) must be elevated to the ODE Binational Educator Exchange Coordinator at ODE. 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 the binational teacher's dismissal from the Binational Teacher Exchange Program, cancellation of the J-1 Visa with immediate

return to Mexico, and report to the Department of State through the sponsoring agency.

### 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, the binational teacher is expected to work directly with their host family for a resolution. The binational teacher should connect with the Binational Teacher Exchange Coordinator when a resolution cannot be reached. Minor issues may include:

- Adjustment issues
- Miscommunication
- Little to no interest in 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 you determine a major issue has been committed, immediately contact the ODE

Binational Coordinator for assistance or law enforcement, when appropriate. This is essential since some situations/incidents must be reported to the Sponsoring visa agent, Department of State, and Mexican authorities (Mexican consulate). See **APPENDIX C**.

- Examples of incidents include death or serious injury, sexual abuse, arrest of an exchange visitor, or the involvement of an exchange visitor as a victim or perpetrator of a serious crime. This also includes any potential litigation related to a sponsor's exchange visitor program in which the sponsor or an exchange visitor may be a named party.
- If there are any incidents make sure to contact ODE's binational coordinator to assess the situation and escalate to the appropriate authorities.

## After the Exchange

Once the exchange has ended and teachers are back in Mexico, the Mexican authorities will share through ODE's Binational Exchange Program Coordinator an evaluation that Migrant Coordinators will need to submit per teacher no more than two weeks after the form has been shared.

Likewise, please fill out the evaluation form from ODE to remain in good standing with the program. Regional feedback is critical when planning for next year's program and sharing with Mexican authorities.





# APPENDIX

## APPENDIX A - HOST FAMILY SAMPLE QUESTIONNAIRE

### Host Information

|                     |           |              |
|---------------------|-----------|--------------|
| First name          | Last name | Phone number |
|                     |           |              |
| Spouse's First name | Last name | Phone number |

### Home address

|                |      |             |
|----------------|------|-------------|
| Street         | City | Postal Code |
| Home phone:    |      |             |
| Email address: |      |             |

### Other Family Members

|            |           |                        |     |
|------------|-----------|------------------------|-----|
| First name | Last name | Relationship to family | Age |
|            |           |                        |     |
|            |           |                        |     |
|            |           |                        |     |

Will the binational teacher have their own room? ☐ Yes ☐ No

If no, with whom will the room be shared? \_\_\_\_\_

Will the binational teacher have access to (check those that apply)

- ☐ Bath
- ☐ Shower
- ☐ Washer
- ☐ Dryer
- ☐ Internet access
- ☐ Computer
- ☐ Television

☐ Other \_\_\_\_\_

- What are your family's hobbies and interests? \_\_\_\_\_

- Pets:

Do you have any pets? ☐ Yes ☐ No

If, yes, please specify. \_\_\_\_\_ (type of animal, size, specify indoor or outdoor)

#### Other information

- Do you allow smoking in the home? ☐ Yes ☐ Yes, but outside ☐ No
- Does anyone smoke in your home? ☐ Yes ☐ Yes, but outside ☐ No
- Do you drink alcohol in your home? ☐ Yes ☐ No
- What language(s) do you speak at home? \_\_\_\_\_

#### Room availability/preferences

- Binational teacher preference: ☐ Male ☐ Female ☐ No preference
- Accommodation available for: ☐ One teacher ☐ Two teachers ☐ More than two teachers

Are you flexible to accommodate a binational teacher who follows a particular dietary restriction? (e.g. vegetarian, food allergies, gluten free)

Does anyone in the home have food allergies? ☐ Yes ☐ No

If yes, please specify

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Does anyone who living in the home have physical or mental medical conditions. If yes, please specify

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Describe your religious practices, if any

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## APPENDIX B - Host Family House Rules Question Bank

- How do host(s) like to be addressed (names, etc.)
- What chores need to be completed daily, weekly or monthly?
- Are there chores that are shared or individual?
- What appliances can the teacher access? (e.g. stove, computer, washer and dryer, vacuum, dishwasher, etc.)
- Are there any rooms/areas where the teacher is not allowed?
- Are there bathroom rules that should be followed? (e.g. time allowed in the bathroom, use of the fan, toilet paper use, heaters, etc.)
- Where should personal bathroom belongings be stored?
- How/where to dispose of sanitary napkins and tampons?
- Are toiletries shared or does the teacher need to purchase their own?
- What time does the family wake up during the week and on the weekends?
- What time should the teacher wake up for breakfast?
- Is there a curfew during the week or the weekends?
- How much time can the teacher spend doing the following; watching tv, showering/bathing, cleaning, cooking, etc.
- What time are meal times during the week and on weekends?
- Is food kept separate for the family and teacher?
- Can food be taken outside the kitchen into the living room, bedroom, or any other space in the home?
- Will they need to take lunch to work with them?
- What are the rules related to internet usage?
- Are there any restrictions to internet use?
- Can the visiting teacher bring over friends or other participating teachers to the house?
- Are there rules regarding spending time with members of the opposite gender/sex, both in and outside the house?
- Can visiting teachers go out at night or the weekend?
- Does the family attend religious services?
- What expenses are expected to be covered by the visiting teacher?
- How far is the school placement?
- Who will drive the teacher to and from the school?
- Is there access to public transportation?

- What is a general assessment of the community in regards to safety? Are there places that are dangerous?
- Who should they contact in case of a fire or emergency?
- Ware there phone numbers that should be shared for emergency services?
- Where is the nearest hospital or urgent care?
- How does you secure the home? Should the teacher have a key? At what hours do doors and windows remain locked or unlocked during the day/night?
- Where can the teacher keep personal belongings safe such as important documents, money, or jewelry?
- How should the teacher respond to someone at the door?
- Are there particular traffic or pedestrian rules that they should follow?
- If the teacher gets lost, who can they contact?
- Are there certain activities, people, or places teachers should avoid?
- Do you permit the drinking of alcohol in the house?
- Do you permit smoking (in the home or outside)?
- What else should the teacher know about living with your family?

## APPENDIX C - QUESTIONING FOR CONFLICT RESOLUTION

### LEARNING ABOUT THE ISSUE

- How would you describe what happened?
- How did this problem begin?
- How do you feel about...?
- How did you respond when...?
- Can you explain what went on?
- How would you like to resolve this?
- What can we do to work this out?

| Minor Issues  | Major Issues<br>After contacting law enforcement, if appropriate, contact the<br>ODE Binational Coordinator immediately if:   |
|---|---|
| <ul style="list-style-type: none"> <li>• Adjustment issues</li> <li>• Miscommunication</li> <li>• Little to no interest engaging with the host family</li> <li>• Running out of money</li> <li>• Medical emergencies</li> <li>• Disrespectful behavior</li> <li>• Issues with hygiene</li> <li>• Not obeying house rules relating to expectations about chores</li> <li>• Use of personal belongings</li> </ul> | <ul style="list-style-type: none"> <li>• Abusing drugs and alcohol</li> <li>• Teacher requesting a new host family</li> <li>• Teacher requesting to leave the program</li> <li>• Sexual misconduct</li> <li>• Arrest</li> <li>• Imposing religious beliefs</li> <li>• Stealing</li> <li>• Travel to another state without authorization</li> <li>• Missing meals</li> <li>• Room accommodations do not meet standards</li> <li>• Natural disasters</li> <li>• Teacher not receiving stipend</li> <li>• Emergency travel home</li> <li>• Health issues</li> <li>• Accidents</li> </ul> |

## APPENDIX D - BINATIONAL TEACHER MINIMUM REQUIREMENTS FOR CONTRACT

Oregon Department of Education may not provide legal advice on how to structure contracts for Binational Teachers, however, the following agreements and consideration may be included in the contract that your regional program will be executing in partnership with your business office. If you have any questions, please reach out to the Binational Coordinator at ODE.

### **Scope of Agreement:**

- Bi-national teachers will participate in providing summer school cultural experiences for migrant education students within Oregon school districts/ educational service districts through the Migrant Education Program (MEP) Bi-national Teacher Exchange Program (BTEP) under the Oregon Department of Education.
- The school district or education service district (SD/ESD) will secure a host family for the BTEP teacher. The host family will provide lodging, food, transportation, and other amenities as agreed by the regional program and host family.
- Work week days/hours are to be determined by the Title I-C Migrant Education Program Director/Coordinator.
- Stipends will be processed and given to teachers prior to their return to Mexico and all payment delivered no later than August 30, 202X.
- If the teacher's services are interrupted due to illness or other reasons prior to completion of their assignment, the Title I-C Director/Coordinator will contact all parties involved.
- The regional program will ensure that at no time will BTEP teacher have unsupervised contact with minors (another staff member shall always also be present when minors are present).
- Transportation to and from work assignments will be the responsibility of the teacher's assigned regional program.
- The Oregon Department of Education will pay for the cost of BTEP teacher's Health Insurance during their Oregon stay at no charge to the teacher. Mexico will provide BTEP teacher's Repatriation Insurance at no cost to the teacher.
- The rate of pay will be \$510/week. Payment will consist of 1 payment upon arrival in the amount of \$510. Following payments will be scheduled by the regional program no later than the teacher's return date to Mexico.
- The regional program will directly reimburse BTEP teachers for SEVIS and J-1 Visa Fees. BTEP teachers will need to provide copies of the receipts for SEVIS and J-1 visa fees. Payment shall be made no later than the teacher's return date to Mexico. If either the J-1 visa fee or SEVIS fee was made by the teacher in Mexican pesos, the regional program will calculate the amount in dollars considering the exchange rate at the time the transaction was made.

**Consideration.** The regional program will pay the binational teacher \$510/week multiplied by the number of weeks pertaining to the regional summer program.

**Criminal Background Check.** The regional program will run a background check only if the binational teacher has not been granted a J-1 visa due to being an American citizen/permanent resident.

## APPENDIX E: BINATIONAL TEACHER MINIMUM REQUIREMENTS FOR HOST FAMILIES CONTRACTS

Oregon Department of Education may not provide legal advice on how to structure contracts for host families, however, the following agreements and consideration may be included in the contract that your regional program will be executing in partnership with your business office. If you have any questions, please reach out to the Binational Coordinator at ODE.

**Scope of Agreement.** The host families should:

Provide the following:

- Three meals a day, a bed and either an individual room or a shared room with no more than three teachers, or a roommate.
- A space to put their belongings.
- Transportation to and from their teaching assignment.

Attend a host family orientation session(s) with all the household family members hosted by coordinators.

Establish house rules and day-to-day routines for Mexican teachers prior to arrival.

Attend regularly scheduled check-ins in-person or by phone with MEP coordinators to openly address any questions, concerns, issues, medical emergencies, stipends, cultural activities, etc.

After contacting law enforcement, if appropriate, report any concerns about hosting to the coordinators related to:

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

**Consideration.** The regional program will pay each host family \$350 per hosted binational teacher per week multiplied by the number of weeks pertaining to the regional summer program.