

## **EXCHANGE TEACHING**

A teacher requesting permission to apply for an exchange program must have completed four consecutive years of direct employment with the Division.

Any leave granted to participate in an exchange program shall be for a maximum of twelve (12) months unless the initial requirement is identified as longer than one year. Such leave may commence either at the end of semester or end of a school term and may be extended for one additional year at the recommendation of the Superintendent and discretion of the Board.

Requests to participate in exchange programs shall be submitted in writing to the Assistant Superintendent – Human Resources prior to a teacher making formal application or response to any agency involved.

The decision to grant or deny permission to make formal application or response shall rest with the Board. Such decision shall be communicated to the potential participant within thirty (30) days of receipt of the written request to participate.

Where an applicant is accepted for participation, the details and specific information related to the leave shall be submitted to and reviewed by the Assistant Superintendent – Human Resources who shall have the authority to grant final approval.

In the event that the Assistant Superintendent – Human Resources should find cause to deny final approval, a recommendation shall be made to the Board for a final decision.

First Reading: February 10, 2005

*Accomplish Anything*

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