

### **EXCHANGE TEACHING**

1. Teachers considering an exchange will be allowed and encouraged to visit the school involved in the exchange. Professional leave days may be used for this purpose. A short period of exchange may be arranged prior to exchange assignments.
2. Exchange will be for a minimum of one year with the opportunity to renew for one additional year.
3. Provisions of the negotiated agreement regarding transfers will apply to teachers on exchange in cases where staff reduction is necessary. For this purpose, exchange teachers involved in staff reduction will be considered a part of the faculty at their home schools.
4. Exchange will be approved only in cases in which the principals and teachers involved and the Executive Director of Human Resources all agree that such an exchange is desirable.
5. Expectations of the new assignment including teaching responsibilities and extracurricular assignments will be discussed and agreed upon by the teachers and principals involved.
6. Only nonprobationary teachers will be eligible for the exchange program.
7. Teachers will be assessed by the school in which they are working for that year.
8. Teachers should notify the office of Personnel Services of their desire to exchange on or before May 1.

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