

Procedure Title	Teacher Exchanges		
Date of Issue	June 20, 2000	Related Policy	BP 7910-D
Revision Dates		Related Forms	
Review Date		Originator	System Administrative Team
References			

Procedure:

Rationale:

Exchanges are a voluntary, mutual trading of positions for a specific period of time and are initiated by the teacher.

Eligibility Requirements:

Internal Candidates (Candidates who are staying with the board)

All Bluewater District School Board permanent contract elementary and secondary teachers may apply for an exchange.

Out-Going Candidates (Candidates who are applying for interboard, interprovincial or international exchanges)

All Bluewater District School Board permanent contract elementary and secondary teachers may apply for an exchange.

In-Coming Candidates (Candidates coming into Bluewater District School Board through interboard, interprovincial or international exchanges)

The exchange candidate must be a member of the Ontario College of Teachers or approved by the College of Teachers through an accredited Teacher Exchange Agency. The exchange candidate must submit to the Bluewater District School Board a Criminal Reference Check and, if possible, a Children’s Aid Society or equivalent reference.

Procedure:

Interschool Exchange (Interschool exchange of two teachers between schools within the same panel of Bluewater District School Board)

1. A teacher interested in finding a potential partner for an Interschool Exchange must notify his/her principal and the Superintendent of Elementary or Secondary Education, where appropriate, five (5) school months prior to the start of the exchange, to have his/her name appear on the Interschool Exchange list.

2. To assist teachers in arranging Interschool Exchanges, the Board will compile and distribute to each principal for posting a list of names of teachers who have indicated an interest in an Interschool Exchange and who do not as of yet have an exchange partner.
3. Details of the application will include:
 - The names of the members interested in an exchange.
 - The period of time for which the exchange will be effective.
 - Rationale for the exchange application.
 - Acknowledgement signature of the Principal.
4. It is understood that:
 - All teachers involved in an Interschool Exchange who wish to make an exchange permanent, may apply for a transfer.
 - Interschool Exchanges will not be approved or will be terminated if either teacher on the exchange is laid off or declared surplus to a school.

Interpanel Exchange (Interpanel exchange of two teachers between elementary and secondary panels within Bluewater District School Board.)

1. A teacher interested in finding a potential partner for an Interpanel Exchange must notify his/her principal and the Superintendent of Elementary or Secondary Education, where appropriate, five (5) school months prior to the start of the exchange, to have his/her name appear on the Interpanel Exchange list.
2. To assist teachers in arranging Interpanel Exchanges, the Board will compile and distribute to each principal for posting a list of names of teachers who have indicated an interest in an Interpanel Exchange and who do not as yet have an exchange partner.
3. Members with potential exchange partners who are requesting an Interpanel Exchange, to be effective as of September 1, shall apply to the Superintendent of Elementary or Secondary Education, where appropriate, no later than March 15.
4. Details of the application will include:
 - The names of members interested in an exchange.
 - The period of time for which the exchange will be effective.
 - Rationale for the exchange application.
 - Acknowledgement signature of Principal.
5. It is understood that:
 - All teachers involved in an Interpanel Exchange, who wish to make an exchange permanent, may apply for transfer.
 - Interpanel Exchanges will not be approved or will be terminated if either teacher on the exchange is laid off, declared surplus to a school, or involved in a work sanction.

Interboard Exchange (Interboard exchange of two teachers between Bluewater District School Board and another board in Ontario.)

1. A teacher must apply to his/her principal and the Superintendent of Elementary or Secondary Education, where appropriate, five (5) school months prior to the start of the exchange. The teacher is responsible for identifying an eligible candidate for the exchange.
2. Details of the application will include:

The names of members interested in an exchange.
The period of time for which the exchange will be effective.
Rationale for the exchange application.
Acknowledgement signature of Principal.

3. It is understood that:

Interboard Exchanges will not be approved or will be terminated if either teacher on the exchange is laid off, declared surplus to a school, or involved in a work sanction.

Interprovincial Exchange (Interprovincial exchange of a Bluewater District School Board teacher and a teacher in another province in Canada.)

1. A teacher must apply to his/her principal and the Superintendent of Elementary or Secondary Education, where appropriate, eight (8) school months prior to the start of the exchange. The teacher is responsible for applying for the exchange through an accredited teacher exchange agency.

2. Details of the application will include:

The names of the members interested in an exchange.
The period of time for which the exchange will be effective.
Rationale for the exchange application.
Acknowledgement signature of Principal.

3. It is understood that:

Interprovincial Exchanges will not be approved or will be terminated if either teacher on the exchange is laid off, declared surplus to a school, or involved in a work sanction.

International Exchange (International exchange of a Bluewater District School Board teacher and a teacher in another country.)

1. A teacher must apply to his/her principal and the Superintendent of Elementary or Secondary Education, where appropriate, eight (8) school months prior to the start of the exchange. The teacher is responsible for applying for the exchange through an accredited teacher exchange agency.

2. Details of the application will include:

The names of the members interested in an exchange.
The period of time for which the exchange will be effective. (Preference to adhere to Bluewater School Calendar)
Rationale for the exchange application.
Acknowledgement signature of Principal.

3. It is understood that:

International Exchanges will not be approved or will be terminated if either teacher on the exchange is laid off, declared surplus to a school, or involved in a work sanction.

Expectations of Incoming Participants

All participants will abide by the standards and ethics of the Ontario College of Teachers, the Ontario Education Act and the Bluewater District School Board's expectations.

All participants will follow the Ontario Curriculum and Bluewater District School Board policies, procedures and programs under the supervision of the school principal.