

EXCHANGE TEACHING

Exchange teaching affords an effective opportunity for professional growth. When spending a period of time in another significantly different school system, it is possible to acquire new perceptions, experiences, and skills that will allow the teacher to function more effectively at Souhegan High School. Cultural experiences that can be acquired through exchange teaching can give a teacher a broader and deeper understanding of the world and of teaching. Similarly, Souhegan High School benefits by having a teacher from another state or country on the faculty.

Employees will be given the opportunity to exchange positions, on a one-for-one basis, with employees in schools in other parts of the United States or foreign countries, subject to school board approval.

This policy will be implemented in accordance with Regulation GCT-R.

ADOPTION: September 1997

EXCHANGE TEACHING REGULATIONS

1. Any Souhegan teacher desiring to be considered for an exchange position must make application to the principal at least 120 days before the September start of the school year. The letter of application is to describe how the exchange experience will benefit the teacher and the school, include information about the other teacher and school involved in the exchange, and address any unique logistical issues involved in the exchange.
2. Exchanges recommended by the principal will be submitted to the superintendent and school board for approval.
3. Candidates for exchange positions from Souhegan High School will be selected on the basis of outstanding ability and service, and it is expected that teachers from other schools will be approved on the same basis. The principals of the schools participating in the exchange are expected to interview the exchange applicants prior to making a final joint recommendation. It is preferred that the interviews ideally would take place in person, but if not possible, the interviews could be conducted by telephone or by sending a set of questions to the exchange teachers and having each respond on audio or video tape. Approval for exchange teaching will not be granted until the Souhegan High School administration and school board are assured of receiving a fully qualified and capable teacher in the exchange.
4. A leave of absence for an exchange teaching position is for one year only but may extend for an additional year by mutual consent of the two school systems and the teachers involved.
5. The salary and benefits of the Souhegan teacher on an approved teacher exchange will be paid by the Souhegan School District. It is the responsibility of the Souhegan teacher to confirm the status of salary, benefits, and payments from Souhegan and any taxes or other requirements imposed by the country in which he or she is to teach (Note: countries, often by treaty, exempt teachers from foreign taxes). Exchange teachers that come to Souhegan will be paid by their own school district. It is the responsibility of the exchange teacher working at Souhegan to confirm the status of salary, benefits, and payments. Both parties will document that the Souhegan Cooperative School District is not responsible for any additional costs due to the employee exchange.
6. Teachers are expected to work within the policies, regulations, and contract provisions that prevail in the school systems where the exchange teaching is being done.

7. Any needed permits, visas and teaching credentials for exchange positions are the responsibility of the exchange teacher. Applications for such certificates are usually made to the departments of education in the states or countries where the exchange position is to be done.
8. If an exchange employee becomes unable to perform assigned work because of physical disability, job performance, or other reasons, another regular qualified employee may be substituted or the exchange arrangement may be terminated.
9. As a condition to receiving approval for a teacher exchange, the teacher must file with the Superintendent a letter which stipulates the teacher's intent to return to Souhegan High School for a period of two years after completion of the teacher exchange.
10. A written report on the teacher exchange will be submitted to the principal, superintendent and school board upon completion of the teacher exchange.
11. The board reserves the right to limit the annual number of exchange teachers to three.

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