



5.50.066-AD Exchange Teacher Leaves

- (1) **Authorization**. Subject to the school laws of the State of Oregon and the regulations of the Board, an exchange of positions may be arranged between any permanent classroom teacher in this district and a teacher in another school district in another state, in any possession of the United States or in any foreign country. Exchange teacher arrangements shall be made under the conditions outlined below; no exchange shall be made with a school district not agreeing to these rules.
- (2) **Applications**. Applicants for an exchange of position shall file a formal application with the office of the superintendent not later than the 30th day of June preceding the fall semester when the exchange is to take effect.
- (3) **Approval**. Arrangements for such exchange shall require approval of the superintendent and the Board.
- (4) **Length**. The exchange of positions shall be for one year only and shall begin with the opening of the fall semester.
- (5) **Salary**. The salary of the Portland teacher shall be paid by this district in accordance with all the rules which apply to teachers' salaries and absences; the salary of the teacher from outside this district exchanged to teach in this district shall be paid by his/her respective school district.
- (6) **Substitute Expenses**. The cost of any substitute caused by the absence of the Portland teacher from his/her exchange assignment shall be borne by the Portland school district, except as indicated below.
 - (a) If the absence of the Portland teacher has been authorized for professional reasons by the other district, the expense of any substitute will be borne by the other district, unless contrary prior arrangements have been made with the Portland school district.
 - (b) In case of an absence, at the end of each school month the other district shall submit a statement signed by an administrative official, giving dates of absence of the Portland teacher, the reason for such absence, and the expense incurred for a substitute teacher. The Portland school district will reimburse the other district for such expense and will use this statement for adjusting the salary and/or sick leave of the Portland teacher. The other district will reimburse the Portland school district in accordance with the procedure set forth above; provided, however, in the case of foreign exchange teachers, the superintendent may waive this provision. In no

case shall either district attempt to collect the substitute's salary from the exchange teacher of the other district.

- (7) **Replacement Teachers**. In case either exchange teacher cannot complete the school year, the home district shall have the choice of providing another teacher or of paying for a replacement employed by the other district.

Policy Implemented:

History: Adpt. 6/71

For official use only	
Approved:	
_____	_____
Superintendent	Date