



Rationale

Teaching staff at CISVA schools that entered into an employment contract prior to 1 September 2016 are required to submit a Letter of Intent on an annual basis to inform CISVA of their intention to return to work for the following school year.

Note: Teachers who are under either a Continuing Part-time or Continuing Full-time contract (introduced from 1 September 2016, see Policy 316 - Contracts) are exempt from this requirement.

Policy

In the second and subsequent years of employment at a school, those teachers and principals on a grandfathered contract are required to submit a “Letter of Intent”. The term ‘grandfathered’ contract refers to employment contracts entered into between the employee and CISVA prior to 1 September 2016.

Procedure

A. Returning to School

- **Teachers** who intend returning to his/her school must sign and submit the “Teacher Letter of Intent for Returning to Present School” indicating this by 15 April
- **Principals** who intend returning to his/her school must sign and submit the “Principal Letter of Intent for Returning to Present School” indicating this by 1 March

B. Wishing to Change Schools

Note: this section should be read in conjunction with Policy 317 – Teachers Changing Schools.

- **Teachers** wishing to change schools must sign and submit the “Teacher Letter of Intent for Changing Schools” by 10 April
- **Principals** wishing to change schools must sign and submit the “Principal Letter of Intent for Changing Schools” by 1 March.

Education Committee are required to provide to the returning teacher or principal a “Letter of Intent for Education Committees to Teacher” (for teachers) no later than 15 April and a “Letter of Intent for Education Committee to Principal” (for principals) by 1 March. This letter states the Education Committee’s intention to extend the contract of the teacher or principal for the coming school year. These letters must be given to all teachers and principals unless the Committee has received permission from the Superintendent to dismiss the teacher or principal.

The returning teacher/principal must submit their signed Letter of Intent to return to the school and give it to the Committee no later than 15 April (1 March for principals).

Signed copies of all Letters of Intent must be sent to the Superintendent’s Office as soon as possible after 15 April (1 March).

Note: the correct Letters of Intent form to use can be found in the password protected Administrator's and Teacher's download areas of the CISVA website)

Reference <i>Cross-reference</i> <i>Policy 316 – Teacher's Contracts</i> <i>Policy 317 – Teachers Changing Schools</i>	Approved Board of Directors
	Date Approved Pre – 1996
	Date(s) Revised 1 November 2016