

VOLUNTARY TEACHER TRANSFER POLICY

The Lafayette Parish School Board authorizes the Superintendent to establish procedures which enable teachers to voluntarily request transfers to other schools in the system. Procedures designed to expedite such transfers in an orderly manner will be established.

A. DEFINITION OF TERMS

"Voluntary transfer or employee-initiated transfer" is the reassignment of a teacher from one school to another resulting from a request by the teacher.

B. PROCEDURES FOR REQUESTING TRANSFERS

1. All teachers are encouraged to indicate their intentions for re-employment, separation or transfer, for the next school year no later than March 1st.
2. Teachers who have successfully completed the three (3) year probationary period are eligible to request a transfer.
3. Teachers employed on an Out-of-Field Authority to Teach (OFAT) will be considered for transfer to an area of certification in the area in which they are considered "highly qualified" as defined under the No Child Left Behind Act based upon the criteria for voluntary transfer.
4. Employees on a professional assistance plan (remediation plan) are not eligible for a transfer.
5. Transfers may occur during the school year if extraordinary situations exist and approved by the Superintendent.
6. When a vacancy occurs after Labor Day, the position is declared temporary. If the position is declared temporary, the person in the position is considered an end-of-year (EOY) employee. An EOY teacher is not guaranteed a position the following year but will be considered for employment if performance has been satisfactory, and the individual meets all requirements set by the Louisiana State Department of Education Teacher Certification Guidelines.
7. Teachers who request a transfer must submit the Transfer Request no later than March 1st. Transfers will end ten (10) days prior to the opening of school, unless the sending and receiving principals agree to the transfer, and the principal losing the teacher agrees that the transfer would not adversely affect the scheduling of student classes at his/her school.
8. School assignments may be made in order to maintain appropriate faculty diversity.

9. Once a teacher has accepted a transfer, that teacher cannot request another transfer until the following year.
10. Prior to May 1st, only teachers eligible for a transfer will be considered for a position. Beginning May 1st, teachers who have not been transferred will continue to be considered for positions along with new applicants.

C. TEACHERS WITH LESS THAN THREE (3) YEARS TEACHING EXPERIENCE

1. Request for transfers by teachers with less than three (3) years teaching experience at one (1) school in the parish will be considered only if the request is of an emergency nature or due to extreme hardship. Newly appointed teachers should expect to remain in their original location for a period of not less than three (3) years.
2. Exceptions to this policy will be made only on the basis of emergencies (as defined below), undue hardships or when the Superintendent determines that such a transfer would be in the best interest of the school system.
3. Emergencies consist of the following conditions. Application for transfer under one of these conditions assures consideration only; this does not guarantee a transfer.
 - a. Extreme, continuing, debilitating ailment of employee which does not affect his/her teaching ability but could affect his/her mobility to either drive long distances or climb stairs. Examples include chronic heart condition or some paralysis requiring special equipment such as a wheelchair. Temporary ailments such as an operation requiring a few weeks or a few months is not considered a reason for transfer.
 - b. Extreme and continuing illness of a member of the immediate family (spouse or children) where proximity of employee is important to the patient's health, such as a bedridden patient on whom the employee may have to check at lunch periods, or a family member with a chronic illness serious enough that may cause the employee to be called home on short notice.
 - c. Requests for transfer under the above health provisions shall be accompanied by statements from two (2) doctors supporting the facts of the employee's or the immediate family member's health.
 - d. Teachers requesting a transfer due to emergency hardship conditions, must contact the Human Resources Division within sixty (60) days of the onset of the hardship condition.

D. CRITERIA FOR GRANTING A VOLUNTARY TRANSFER
Except for Items 1 & 2, criteria are not in rank order.

1. Certification and highly qualified status under No Child Left Behind

2. Successful completion of three (3) years probationary service (unless emergency hardship waiver is granted)
3. Instructional needs of school
4. Maintenance of a proper balance of faculty diversity
5. Performance evaluations and recommendations
6. Professional growth and professional ethics
7. Experience
8. Education (degrees)

Voluntary transfers shall only be granted if the receiving principal recommends that the teacher be transferred to his/her school. Should a teacher that has requested a transfer feel the recommendation of the principal is not in the best interest of the school system, the teacher may appeal this recommendation to the Superintendent or his designee.

All requests shall be considered by appropriate personnel. Any decisions concerning transfers shall be based first on the needs of the total school system, the setting to which the transfer teacher would be going, and then the length of service of the teacher. The needs of students and programmatic considerations are primary. When all things are equal among applicants, the senior person will be given preference.

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