

## INVOLUNTARY TEACHER TRANSFER POLICY

At times, conditions exist which necessitate the displacement of teachers. Recognizing the need for an orderly process of involuntary transfers, the Lafayette Parish School Board adopts the following:

### A. DEFINITION OF TERMS

1. "Teacher" means any employee of the Board who holds a teaching certificate and whose legal employment requires such a teaching certificate.
2. "Involuntary transfer or displacement" is the reassignment of a teacher from one school to another due to pupil distribution, instructional requirements, program elimination or insufficient funds.

### B. NOTICE TO INDIVIDUAL TEACHER

When it becomes necessary to transfer a teacher involuntarily, notice of that fact shall be given by the Human Resources Department to the teacher being displaced. The notice shall be given as soon as possible prior to the transfer.

### C. CRITERIA FOR DISPLACEMENT

The primary consideration in applying the criteria for displacement shall be the maintenance of a sound and balanced educational program. Based on this principle, involuntary transfers will be effected using the criteria in the order listed below. The person meeting the least of these criteria shall be transferred first.

1. Certification
  - a. Minimum of Louisiana State certification
  - b. Certification for personnel in Federal Programs/Special Programs shall conform to the assurances and requirements of the act which establishes and governs that program. In the event that all persons involved meet the desired requirements, then priority is given to the person with the longest continuous employment in that program.
2. Seniority
  - a. Length of continuous employment (including official leaves) within the parish on a contractual basis commencing with the first day of work
  - b. Total years at base school
  - c. Total years in parish
  - d. Total years in state
  - e. Total years of service in the teaching profession

f. When staffing has to be reduced due to shifts in population or staffing, there will be a call for volunteers within the school who will be considered displaced. If there are more volunteers than are needed, they will be taken by seniority (C.2.). If there are not enough volunteers to meet the allotment, the Involuntary Teacher Transfer Policy will be used.

3. Advanced Degrees

4. Court acceptable ratios will be maintained at all schools. Should ratios permit it all teachers would be affected by the above criteria. Item 4 could be considered out of order in extenuating circumstances.

**D. THREE OR MORE YEARS OF CONTINUOUS EMPLOYMENT**

All regularly employed teachers with three (3) or more years of continuous service in the parish who are subject to involuntary transfer shall be offered positions according to the Involuntary Transfer Policy. Teachers with less than three (3) years will be interviewed by principals along with those who have requested transfers according to the Voluntary Transfer Policy. Any remaining displaced teachers will be placed in open positions before new teachers are hired.

**E. OBLIGATIONS WITH RESPECT TO DISPLACEMENT**

A teacher who is displaced during the school year will be given the option to accept any available opening for which he/she is certified or qualified for the remainder of that school year. At the end of that year, said teacher will be allowed to pursue the steps in the order listed below:

Step 1 Return to school from which displaced if opening occurs in an area of teacher's certification.

Step 2 Select from available openings. If there are no positions available, proceed to Step 3.

Step 3 Displace the least senioreed, non-tenured teacher with the same certification. In the event there are no non-tenured positions, teacher should proceed to Step 4.

Step 4 Displace the least senioreed, tenured teacher with the same certification.

Step 5 Resign without prejudice.

Step 6 RIF policy procedure for reinstatement is to be followed.

If the displacement is due to a drop in student enrollment, the displaced teacher will be allowed to return to school from which he/she was displaced if student enrollment increases within thirty (30) school days after the first day of school. If student enrollment does not increase sufficiently within the first thirty (30) days of school, said teacher will be allowed to pursue the procedure in the order listed above.

- F. TRANSFERS DUE TO GRADE STRUCTURE CHANGE AND NEW SCHOOL BUILT**  
Teachers in schools where grade structure is changed and a new school is built to accommodate grades removed are given first choice to fill positions at both schools.
- G. TRANSFERS DUE TO SCHOOL CLOSURE AND NEW SCHOOL BUILT**  
Teachers in a school which is closed and a new school is built to replace it have first choice to fill positions at the new plant.
- H. TRANSFERS DUE TO SCHOOL CLOSURE AND NO NEW SCHOOL BUILT**  
Teachers in a school which is closed and a new school is not built will be placed on a seniority list as indicated above to fill positions open in the parish. If no positions open, Sections D and E above will be followed.
- I. TRANSFERS DUE TO ZONE MODIFICATIONS**  
In a school affected by zone modification in which staffing has to be reduced, there will be a call for volunteers within the school who will be considered displaced. If there are more volunteers than are needed, they will be taken by seniority (C.2.). If there are not enough volunteers to meet the allotment, the Involuntary Teacher Transfer Policy will be used. If more than one school is affected by zone modifications, all displaced voluntary/involuntary teachers will be placed on a single seniority list and assignments will be made before transfers are done.
- J. ASSIGNMENT OF DISPLACED TEACHERS**  
All displaced teachers will be assigned prior to teachers requesting a transfer. A maximum of 25% of the teaching staff (excluding counselors, librarians, federal programs and special education) at a new school may consist of displaced teachers. The remaining 75% will be selected by the principal from transfers or new hires.
- K. RESERVING ONE OPEN POSITION**  
Principals may reserve one (1) open position at their school and choose to accept a voluntary transfer over a displaced teacher.
- L. UNFAIRLY DENIED TRANSFER**  
Teachers who feel that they have been unfairly denied transfers may state their reasons in a written appeal to the Superintendent or his designee.
- M. CONSIDERATIONS IN ACHIEVING RACIAL BALANCE OF FACULTY AND STAFF**
1. To increase our recruiting efforts to other states to insure that minority candidates have the opportunity to apply with the Lafayette Parish School System.
  2. To use paragraph C.4, to insure that Court acceptable ratios are maintained. In other words, transfers must be cognate of Court ratios.

3. In using the Involuntary Teacher Transfer Policy, displaced teachers will be allowed to select a campus that will not hinder the Court acceptable ratios. Each teacher will select from a list reflecting majority or minority campuses.
4. All teacher selection by principals will be approved by the Human Resources Division and the Superintendent. Their selection will need to be in line with the Court acceptable ratios.
5. Any deviation from this hiring practices will need Board and Court approval.

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