

## Personnel

**SUBJECT: TEACHER ASSIGNMENT, TRANSFER AND REDUCTION OF STAFF**

Teachers will not be assigned except temporarily and for good causes outside the scope of their teaching certificates or their major or minor field of study.

Any teacher who will be affected by change of grade level assignment in the elementary schools or change of subject area in the secondary grades will be notified and consulted by the Principal as soon as practicable under normal circumstances.

In the event that within the system it becomes necessary to transfer teachers from one building to another, or from one tenure area to another within the building, the following will occur:

- a) The building principals and the Superintendent will meet to discuss and recommend such transfer to the Board of Education;
- b) A recommendation will be made to the Board;
- c) The Board will act on any change of tenure recommendation; and
- d) Any transfer must comply with applicable state and federal laws and regulations.