## BEDFORD PUBLIC SCHOOLS ADMINISTRATIVE REGULATIONS

## TEACHER PLACEMENT

- (1) Decisions regarding the placement and/or assignment of teachers shall be made on the basis of the best interest of the District as well as the certification, experience, highly qualified status and the performance for each respective teacher.
- (2) Insofar as possible, teachers will be assigned to teach in their area of specialization, and teachers' desires and opinions will be taken into consideration regarding changes in assignment in the various grades, but all placement and assignment decisions are within the sole discretion of the District. All decisions pursuant thereto shall be final.
- (3) Since pupils are entitled to be taught by teachers who are working within their area of competence, teachers shall not be assigned, except in accordance with all state and federal laws and regulations, including but not limited to, the No Child Left Behind Act (NCLB) and the Elementary and Secondary Education Act.
- (4) The District may amend, revise or set additional qualifications, certifications or endorsements for open/vacant positions as they become open/vacant.
- (5) Notice of changes in certification(s), endorsement(s) or qualifications(s) shall be conducted as follows:
  - (a) By June 1st of each school year, teachers who intend to secure additional endorsement(s), certification(s) or additional qualification(s), shall notify the Human Resources and Labor Relations Department in writing and include the change sought, the university involved or training involved, and the expected completion date.
  - (b) By the last teacher workday of that school year, any teacher who has submitted a written intent as set forth in subsection (a) above, shall supply the Human Resources and Labor Relations Department with written proof from the teacher certification office of the university or training entity that all work has been completed by such date, and if required, that recommendation by the university will be made to the Michigan Department of Education and Certification Office to be effective by the beginning of the subsequent school year.
  - (c) Renewed teacher certificates must be presented to the Human Resources and Labor Relations Department prior to June 30<sup>th</sup>

- (d) Proof of additional endorsements must be presented to the Human Resources and Labor Relations Department no later than August 1<sup>st</sup> if relevant to a teacher's assignment for the upcoming school year.
- (6) All teachers shall be given written notice of their tentative schedule for the forthcoming year as soon as practicable and under normal circumstances no later than June 1. Teachers affected by assignment changes after June 1, shall be notified as soon as practicable. Nothing in this section shall limit the District's authority to make changes in assignments at any time.
- (7) Requests for transfer for the ensuing school year must be made in writing, on a form provided by the Department of Human Resources and Labor Relations prior to March 1st.
  - (a) A classroom teacher may apply for a transfer to another classroom position for which he/she is properly certificated and qualified.
  - **(b)** Transfer requests shall only remain on file for a period of one year.
  - (c) Part-time personnel already under contract who wish to be considered for reassignment or transfer may be considered after full time staff requests.
  - (d) No reassignment will be made if the result of such reassignment would be to keep a teacher rated Minimally Effective or higher pursuant to the Bedford Public Schools Administrative Regulation Teacher Evaluation, who would otherwise have been recalled, on leave or on layoff.
  - (e) Upon written request, an internal applicant who was not selected for a vacant/open position will be given verbal or written feedback about the reason(s) he/she was not selected for the position within a reasonable amount time after notice of non-selection.
- (8) When it is determined that an involuntary transfer of a teacher is in the best interest of the District the teacher shall be notified as soon as possible and may upon written request be given the reasons for said transfer.
- (9) Any teacher who has been involuntarily transferred will be given consideration for return to the position from which he/she was involuntarily transferred when it becomes vacant, subject to the following:
  - (a) The involuntary transfer was not for disciplinary reasons.
  - (b) The teacher must have been rated as Effective or Highly Effective in the position he/she was involuntarily transferred from for the school year directly preceding the involuntary transfer.

- (c) A written request to return to the position from which the involuntary transfer was made is to be filed with the Human Resources and Labor Relations office by May 1 for the subsequent school year.
- (d) All required certification and qualifications for that position have been maintained.
- (10) A teacher returning from an approved leave of absence (FMLA) shall be offered a position commensurate as provided for under the FMLA guidelines. Reasonable effort shall be made to return the teacher to his/her original position.
  - (a) When an approved leave of absence (FMLA) expires during a school year, a reasonable effort shall be made to place the teacher in an appropriate position pursuant to FMLA guidelines on a time and date to be determined by the District to be least disruptive to the students and/or building.
- (11) Upon notice of return from **other approved leaves**, teachers shall be properly offered a position with a time and date to be determined by the District to be least disruptive to the students and/or building. This may include starting the following semester of next school year. Failure for a teacher to return to a comparable position as offered by the District will be deemed a voluntary quit.