

NEW SALEM/WENDELL SCHOOL COMMITTEE

POLICY ON ADJUSTMENTS TO TEACHING ASSIGNMENTS

A teacher hired to teach a specific grade may request to teach a different grade even if there is no opening in the grade/position. Teachers of adjacent grades in preschool through grade six may also request to team teach a combined class of the two adjacent grades.

Such requests shall be made in writing to the principal by January 15th prior to school year of the proposed change. Such requests may be made for a temporary or permanent change.

The teacher or teachers requesting the change must specify in writing the reasons for the request. Requests will be considered on a case by case basis. Approval or denial of requests will take into account the reasons for the request as well as class composition, teacher training and abilities, and the needs of the school, the students and other teachers and staff. Approval shall not be unreasonably withheld. Administration may in its discretion, ask the teacher or teachers making the request to provide additional written or oral information prior to approving or denying the request.

Administration shall approve or deny the request and shall notify the teacher or teachers making the request no later than April 15th of the school year prior to the year for which the change is requested.

First Reading: 04-04-13

Second Reading, First Vote: 05-02-13

Final Vote: 06-05-13