



**DISTRICT SCHOOL BOARD  
ONTARIO NORTH EAST**

**Policy No. 1.2.6**

**Section 1.2: SYSTEM POLICIES AND PROCEDURES**

**Related References:**

**Appendices:**

**Approved: June 5, 2001**

**Revised: May 8, 2012**

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**TITLE: PRINCIPAL/VICE-PRINCIPAL TRANSFER POLICY  
(Includes Acting Principal and Acting Vice-Principal)**

**Rationale:**

The Board believes in providing Principals and Vice-Principals with a greater depth of knowledge; broader experience and new challenges in their leadership for the betterment of the school and community. Therefore, District School Board Ontario North East may transfer Principals and/or Vice-Principals from one school to another for professional and career growth subject to the following Guidelines and Procedures.

## ADMINISTRATIVE REGULATIONS

1. Proposals for transfers will be based solely upon the need to provide one or more of the conditions outlined in the Rationale.
2. Care shall be taken by the Board to prevent undue disruption,
  - 2.1 to the school system through a large number of principals and vice-principals transfers in any one year;
  - 2.2 to a school through transferring both the principal and vice-principals in the same year (if possible);
3. It is understood that the transfers shall be based upon a careful consideration for the balance between the needs of the system and the individual.
4. It is understood that transferring will not be used as a means of disciplinary action.

## OPERATIONAL PROCEDURES

1. The supervisory officer will discuss the proposed transfer, with the principal/vice-principal of that region concerned, prior to the proposal for transfer being recommended to the board by the Director of Education.
2. The Principal/Vice-Principal may be transferred or reassigned to a different administrative position and/or school within the former Board's Regions (North, Central, South).
3. School Councils will be consulted as per *Regulation 612*.
4. A letter of positive introduction shall be sent by the Board to the staff(s) and to the school councils immediately following the Board announcement.
5. The announcement of transfer shall be made as soon as possible.