

## **2500 - PROFESSIONAL PERSONNEL**

<b>Professional Personnel</b>	<b>2500</b>	<b>Adopted 6/2007</b>
<b>Hiring</b>	<b>2501</b>	<b>Revised 6/2007</b>
<b>Assignments</b>	<b>2502</b>	<b>Revised 6/2007</b>
<b>Evaluation of Teacher Job Performance</b>	<b>2503</b>	<b>Revised 1/2014</b>
<b>Leave of Absence</b>	<b>2504</b>	<b>Revised 6/2007</b>
<b>Non-renewal, Termination, and Dismissal Of Tenured Certified Staff</b>	<b>2506</b>	<b>Revised 11/2016</b>
<b>Reduction in Staff</b>	<b>2508</b>	<b>Revised 3/2006</b>
<b>Conditions of Resignation</b>	<b>2509</b>	<b>Revised 6/2007</b>

Professional personnel are defined as those individuals who require certification by the Department of Education and/or are licensed by state agencies as a condition of employment. In general, this refers to school administrators and those covered by the Master Agreement with the Teacher's Association. The following are general guidelines relative to their employment, none of which are to supersede any collective bargaining agreement.

Adopted: June 2007

The Superintendent or his/her designee shall ensure that appropriate hiring practices are in place including the verification of experience levels and credentials, verification of appropriate number of references and the filing of appropriate interview documentation. No teacher may be elected by the Board unless nominated by the Superintendent.

All new positions and vacancies in the District will be posted in accordance with the Master Agreement.

Adopted: May 1973

Revised: March 1989, February 1998, June 2007

All assignments will be made in accordance with the Master Agreement. A teacher receives his/her assignment from the Superintendent. No teacher shall be assigned to a position for which he/she is not certified or eligible for certification.

The decision to re-assign personnel, requested in writing by the individual or others, shall rest entirely upon the mutual agreement of the Principals involved and with the approval of the Superintendent.

All considerations for re-assignments shall be treated on an individual basis with major emphasis placed on the implications and effects such re-assignment shall have on the educational program.

Adopted: May 1972

Revised: March 1989, June 2007

The Superintendent/designee shall ensure that teacher performance evaluations are completed in accordance with the collective bargaining agreements. In the absence of a collective bargaining agreement, a written performance evaluation will be done annually.

The Superintendent/designee shall involve teachers and principals in the development of this policy and its corresponding appendix by providing such teachers with notice and an opportunity to comment on their provisions.

Teacher means any professional employee whose position requires certification as a professional engaged in teaching. The term teacher shall also include principals, assistant principals, librarians, and guidance counselors.

Adopted: 3/1989

Revised: 6/1995, 6/2007, 2/2012, 1/2014

Ref: RSA 189:14-a

Requests for a Leave of Absence will be considered by the District in accordance with the Master Agreement.

Adopted: March 1989

Revised: June 2007

The purpose of this policy is to provide guidance for School Boards and Superintendents in matters pertaining to the non-renewal, termination and/or dismissal of tenured certified staff. For purposes of this policy the term “teacher” means a school district teacher, principal, assistant principal, librarian, guidance counselor, or other certified staff. This policy is not intended to provide statutory dismissal and/or non-renewal rights to any employee who is not entitled to those statutory rights.

The Board may non-renew a teacher’s contract, terminate a teacher’s contract and/or dismiss a teacher from employment if such teacher: engages in immoral acts; fails to maintain competency standards established by the Board or administration; does not conform to or abide by school district policies, regulations, or directives; or engages in any other action that the superintendent and school board believe disqualifies the teacher for employment with the district.

For purposes of this policy, “immoral acts” are defined as:

- Conviction of a crime
- Actions that might place students in potential physical or emotional jeopardy
- Misconduct or unprofessional conduct, on or off duty
- Other situations where the nature of circumstances of the conduct so detract from the educator’s professional standing as to render the educator unfit for continued certification based on the educator’s inability to perform assigned duties

For purposes of this policy, “fails to maintain competency standards” means:

- Lack of requisite ability or sustained failure to perform assigned duties
- Lack of knowledge of subject area
- Inability or failure to convey the teacher’s knowledge of the subject area
- Inability or failure to effectively plan and present an organized lesson plan
- Inability or failure to maintain a safe, organized and orderly learning environment
- Inability or failure to properly store or secure potentially dangerous materials or personal belongings
- Inability to maintain control in the classroom
- Neglect of duties
- Misconduct
- Poor performance evaluations

For the purposes of this policy, “does not conform to or abide by school district policies, regulations, or directives” means

- Failure to conform to state regulations
- Insubordination
- Failure to follow directives
- Failure to conform with school board policies and administrative regulations

The Board and administration recognize that the definitions of “immoral acts”, “fails to maintain competency standards”, and “does not conform to or abide by school district policies, regulations, or directives” included herein are not intended to be exhaustive and are not intended to limit the Board

or administration from taking such employment action as may be warranted in any given circumstance with any given set of facts. Teachers may be non-renewed, dismissed and/or terminated for other reasons that fall outside of this policy.

**Due Process:**

Teachers will be afforded all due process as they may be entitled to receive.

**Mandatory Dismissal:**

Employees who have been convicted of homicide, child pornography, aggravated felonious sexual assault, felonious sexual assault, or kidnapping, or under any statute prohibiting the same, will have their employment terminated by the school administrative unit or school district after it receives notice of the conviction. Teachers who fall under this category are not entitled to a hearing, per state law.

Any Milford School District teacher who has a professional standard certificate from the State Board of Education and who will not be re-nominated, will be done so in accordance with RSA 189:14-a, except that such teacher will be notified in writing no later than March 31<sup>st</sup>.

The Superintendent shall direct and supervise the work of teachers, and for cause, may remove a teacher or other employee of the District. The person so removed shall continue as an employee of the District unless discharged by the Board but not return to the classroom or undertake to perform the duties of his/her position unless reinstated by the Superintendent.

No teacher shall be so dismissed before the expiration of the period for which said teacher was engaged without having previously been notified of the cause of such dismissal, nor without having previously been granted a full and fair hearing

**Legal References:**

RSA 189:13, Dismissal of Teacher

RSA 189:14-a, Failure to be Re-nominated or Re-elected

RSA 189:14-d, Termination of Employment

RSA 189:31, Removal of Teacher

ED 511.02, Grounds for Suspension or Revocation of Educator's License

Adopted: 2/1973

Revised: 11/1981, 3/1989, 9/2001, 3/2006, 6/2007, 11/2016



The School Board is responsible for providing an annual budget that meets the programming needs of the District's students. Appropriate staffing is included within that budget. When circumstances occur such as a decrease in enrollment or termination of a particular program, the School Board retains the right to reduce the number of teachers on the District's staff.

To accomplish that, the School Board shall act in accordance with the procedures as defined within the collective bargaining agreement between the Board and the Teachers' Association and as applicable to RSA 189:14-a.

Adopted: March 1974

Revised: March 1982, June 1995, March 2006, June 2007

Any teacher wishing to resign during the school year shall provide appropriate and timely written notice to the Superintendent. Any teacher who resigns after August 1st of the school year shall follow the conditions in accordance with the Master Agreement.

Adopted: May 1984

Revised: March 1989, June 2007