

NON-RENEWAL AND DISMISSAL OF PROFESSIONAL PERSONNEL

The Superintendent may decide to recommend to the Charles City County School Board that a probationary teacher not be reappointed. In the event that such a recommendation is going to be made, the Superintendent shall notify the teacher in writing by March 15 of the school year that he intends to make such a recommendation to the Charles City County School Board. If the teacher takes no action in response to this written notification within five working days after receipt of the notice from the Superintendent, the Superintendent may proceed with the recommendation, and the written notification of non-renewal of the contract must be given to the teacher by the school board on or before April 15 of the school year.

A probationary contract teacher, within five working days after receiving notification from the Superintendent indicating his intention to recommend non-renewal of the contract to the school board, may request in writing that he be provided with reasons for the recommendation. The teacher shall then be orally given the reasons, if any, by the Superintendent or his designee, along with any supporting documentation. This conference shall take place within five days after receipt of the request from the teacher. Within ten days after receiving such reasons, the teacher may request, by notification in writing to the Superintendent, a conference before the Superintendent. Upon such request, the Superintendent shall set a date for the conference, which shall be within thirty days of the request and shall give the teacher at least fifteen days' notice of the time and place of the conference. The conference shall be provided in accordance with the provisions of Sec. 22.1-305, Code of Virginia. Following the conference, the Superintendent shall, within ten days notify the teacher in writing of his intention with respect to the recommendation. The school board must then act on the recommendation and render the final decision.

Dismissal of Continuing Contract Teachers

In the event a Superintendent determines to recommend dismissal of any teacher or the placing on probation of a teacher on continuing contract, written notice shall be sent to the teacher notifying him of the proposed dismissal or placing on probation and informing him that within 15 days after receiving the notice the teacher may request a hearing before the school board or before a fact-finding panel. During such 15-day period and thereafter until a hearing is held in accordance with provisions set forth in Sec. 22.1-310 through 22.1-314 of the Code of Virginia, if one is requested by the teacher, the merits of the recommendation of the Superintendent shall not be considered, discussed or acted upon by the school board except as provided under the above-referenced Code sections. At the request of the teacher, the Superintendent shall provide the reasons for the recommendation in writing or, if the teacher prefers, in a personal interview. In the event a teacher requests a hearing, the Superintendent shall provide, within ten days of the request, the teacher or his representative with the opportunity to inspect and copy his personnel file and all other documents relied upon in reaching the decision to recommend dismissal or probation. Within ten days of the request of the Superintendent, the teacher or his representative shall provide the Superintendent with the opportunity to inspect and copy the documents to be offered in rebuttal to the decision to recommend dismissal or probation. The cost of copying such documents shall be paid by the requesting party.

Issued:

Legal Refs.: Code of Virginia, 1950, as amended,
Secs. 22.1-305, 22.1-309, 22.1-310,
22.1-314

CHARLES CITY COUNTY SCHOOLS