

PROFESSIONAL PERSONNEL SEPARATION POLICY

I. NON-TENURED PERSONNEL

The following shall not apply in cases in which immediate termination is recommended.

- A. After reasonable effort has been exerted to effect needed improvement by the principal or the immediate supervisor (such as the use of a Professional Assistance Profile/Intensive Assistance Plan), and indications are such that improvement is not likely to take place, the following procedures shall be observed.
 - 1. If the Intensive Assistance Plan does not result in needed improvement, a written recommendation for non-renewal of contract shall be made by the immediate supervisor to the Superintendent with a copy to the Director of Human Resources.
 - 2. At this point, the teacher will be given an opportunity to resign.
 - 3. If the teacher chooses not to resign, the Superintendent shall present to the Board a written recommendation with valid reasons for non-renewal of the teacher's contract. Prior to the meeting at which the Board considers the recommendation, the Superintendent shall supply the Board the reasons on which the recommendation is based. The Board shall take action on the Superintendent's recommendation.
 - 4. The Superintendent shall inform the teacher in writing of the Board's final decision.
- B. A copy of all documents pertaining to a teacher's performance shall be placed in the appropriate official personnel file in the Human Resources Department, Lafayette Parish School System. The teacher's immediate supervisor shall provide the teacher with a copy of said documentation.

II. TENURED PERSONNEL

The following shall not apply in cases in which immediate termination is recommended due to reasons of willful neglect of duty or dishonesty, as indicated by Louisiana state law. In cases other than those resulting from willful neglect of duty or dishonesty, the following shall govern.

- A. After reasonable efforts have been exerted to effect needed improvement and

performance is still below satisfactory level, the following procedures shall be observed.

1. If sufficient improvement is still lacking after completion of the Intensive Assistance Process, the immediate supervisor shall make a written recommendation to the Superintendent stating formal charges with specific reasons.
 2. If the Superintendent concurs with the recommendation, the Director of Human Resources shall inform the teacher that he/she is to appear before a committee which includes the Director of Human Resources, an administrator designated by the Superintendent, and a district office administrator selected by the teacher at which time formal charges will be discussed.
 3. After a discussion of the charges, the teacher will be given an opportunity to resign.
 4. If the teacher chooses not to resign, steps will be taken to dismiss the teacher as prescribed by the Louisiana state statutes cited below. In the event the Superintendent recommends dismissal, he/she shall supply the Board the written, valid reasons on which the recommendation is based prior to the meeting at which the Board considers the recommendation.
- B. A copy of all documents pertaining to a teacher's performance shall be placed in the appropriate official personnel file in the Human Resources Department, Lafayette Parish School System. The teacher's immediate supervisor shall provide the teacher with a copy of said documentation.

Adopted: 06/10/74
Revised: 09/03/80
Revised: 06/16/93
Revised: 11/18/98
Revised: 02/04/04

LEGAL REFS: LSA-R.S. 17:442
LSA-R.S. 17:443