

## Personnel

### Non-Renewal/Suspension

#### Non-Renewal

Prior to obtaining tenure, a certified employee's contract may be non-renewed provided that the employee is notified in writing prior to May 1<sup>st</sup> by the Head of School. A teacher so notified may request a written statement of the reasons for non-renewal of the contract, and the school will furnish such a statement within seven (7) days of the receipt of the request. The teacher may also file with the Board of Trustees within twenty (20) days of receipt of the notice of nonrenewal for a hearing before the Board of Trustees or, if indicated in such request designated by the Board of Trustees, before an impartial hearing panel or, if the parties agree, before a single impartial hearing officer. The hearing shall commence within fifteen (15) days after receipt of such request unless an extension, not to exceed fifteen (15) days, is mutually agreed upon.

A teacher who has not attained tenure shall not be entitled to a hearing concerning non-renewal if the reason for such non-renewal is either elimination of position or loss of position to another teacher. The Board of Trustees shall rescind a non-renewal decision only if the Board finds such decision to be arbitrary and capricious.

#### Suspension

A certified employee may be suspended by the Board of Trustees for an alleged or actual violation of any of the reasons for termination in C.G.S. 10-151 (c) or 10-151 (d) when insufficient cause for dismissal is considered to exist, or may be suspended pending Board or legal action for dismissal of the employee on charges of violation of one or more of said causes for termination. The Head of School may suspend an employee pending Board of Trustee action when, in the opinion of the Head of School, continuation of the employee in the position presents a clear danger to the students, staff, property or reputation of the school, or to the employee.

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The Woodstock Academy  
Woodstock, CT