

## Personnel

### Termination/Resignation of Employment

No school personnel or member of the Board of Trustees, except for the Head School and/or his or her designee, will make any statement concerning the reason(s) that an individual has left employment with The Academy. In some instances, The Head of School or his or her designee will seek legal counsel concerning the nature of statements.

The Academy will report any serious misconduct to the appropriate authorities, including, but not limited to, the State Department of Education, the Department of Children and Families, and/or the state police.

The Head of School can reach a settlement agreement with an employee(s) after being served with disciplinary charges or told they would be subjected to disciplinary action. The Head of School will seek legal counsel concerning the crafting of such a settlement agreement and discuss the agreement with the leadership of the Board of Trustees. This agreement would be in alignment with all state and federal laws.

When possible, the administration will offer the employee an opportunity for an exit interview, which shall be shared with the Head of School and may be shared with the Board of Trustees.

Policy Approved: August 25, 1992

Policy Updated: October 17, 2023

Policy Updated: June 12, 2024

The Woodstock Academy  
Woodstock, CT