

PROBATIONARY CONTRACTS
RETURN TO PROBATIONARY STATUS

DFAC
(EXHIBIT)

See the following for forms related to the District's offer to return an employee to probationary status upon reassignment or in lieu of discharge, termination, or nonrenewal:

- Exhibit A: Agreement to Return to Probationary Contract Status Upon Assignment to a New Professional Capacity — 1 page
- Exhibit B: Notice of Superintendent's Intent to Recommend Discharge, Termination, or Nonrenewal — 1 page
- Exhibit C: Notice of Board's Vote to Propose Discharge, Termination, or Nonrenewal — 1 page
- Exhibit D: Agreement to Return to Probationary Contract Status in Lieu of Discharge, Termination, or Nonrenewal— 1 page

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EXHIBIT A

AGREEMENT TO RETURN TO PROBATIONARY CONTRACT STATUS UPON
ASSIGNMENT TO A NEW PROFESSIONAL CAPACITY

Date: _____

Name: _____

Job Title of New Assignment: _____

Certificate Class of New Assignment: _____

Prior Job Assignment: _____

Certificate Class of Prior Assignment: _____

[See 19 TAC 230.33 for list of certificate classes]

I have accepted an assignment in a new professional capacity that requires a different class of certificate under Education Code Chapter 21, Subchapter B, than the class of certificate I currently hold. [See 19 TAC 230.33 for list of certificate classes]

Pursuant to the provisions of 21.102 of the Texas Education Code, I agree to be returned to probationary contract status. I understand that, by accepting this offer, I will serve for a new probationary contract period as if I were being employed by the District for the first time.

Employee's signature _____

Date _____

For Office Use Only:

Received by Superintendent:

Superintendent's signature: _____

Date: _____

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EXHIBIT B

NOTICE OF SUPERINTENDENT'S INTENT TO RECOMMEND
DISCHARGE, TERMINATION, OR NONRENEWAL

Date: _____

Name: _____

Job Title: _____

Campus/Department: _____

YOU ARE HEREBY NOTIFIED that the Superintendent of the Highland Park Independent School District intends to recommend to the Board of Trustees at a lawfully called meeting of the Board of Trustees on _____ (date) that (choose one of the following to complete this sentence):

- ☐ you be discharged from employment under your continuing contract.
- ☐ your term contract be terminated.
- ☐ your term contract not be renewed.

This notice is given pursuant to the provisions of Section 21.106(d) of the Texas Education Code.

With this notice, however, the District offers to return you to probationary contract status. If you are willing to return to probationary contract status, you have until _____ (date that is at least three business days after the employee receives this notice) to return the attached form—Agreement to Return to Probationary Contract Status—to the Superintendent.

You have a right to seek counsel regarding your decision.

If you have any questions concerning this notice or this offer, please contact the Superintendent.

Superintendent

Highland Park Independent School District

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EXHIBIT C

NOTICE OF BOARD'S VOTE TO PROPOSE
DISCHARGE, TERMINATION, OR NONRENEWAL

Date: _____

Name: _____

Job Title: _____

Campus/Department: _____

YOU ARE HEREBY NOTIFIED that the Board of Trustees of the Highland Park Independent School District has voted, at a lawfully called meeting on _____ (date), to propose that (*choose one of the following to complete this sentence*):

- ☐ you be discharged from employment under your continuing contract.
- ☐ your term contract be terminated.
- ☐ your term contract not be renewed.

This notice is given pursuant to the provisions of Section 21.106(b) of the Texas Education Code.

With this notice, however, the District offers to return you to probationary contract status. If you are willing to return to probationary contract status, you have until _____ (date that is at least three business days after the employee receives this notice) to return the attached form—Agreement to Return to Probationary Contract Status—to the Superintendent.

You have a right to seek counsel regarding your decision.

If you have any questions concerning this notice or this offer, please contact the Superintendent.

Superintendent

Highland Park Independent School District

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EXHIBIT D

AGREEMENT TO RETURN TO PROBATIONARY CONTRACT STATUS IN LIEU
OF DISCHARGE, TERMINATION, OR NONRENEWAL

Date: _____

Name: _____

Job Title: _____

Campus/Department: _____

I have received notice that *(choose one of the following to complete the sentence when preparing this form to send to the employee)*:

the Superintendent of the Highland Park Independent School District intends to recommend to the Board that *(choose one of the following)*:

- ☐ I be discharged from employment under my continuing contract.
- ☐ my term contract be terminated.
- ☐ my term contract not be renewed.

OR

the Board of Trustees of the Highland Park Independent School District has voted to propose that *(choose one of the following)*

- ☐ I be discharged from employment under my continuing contract.
- ☐ my term contract be terminated.
- ☐ my term contract not be renewed.

I understand that the District has offered to return me to probationary contract status in lieu of *(discharge) (termination) (nonrenewal)* and that I may seek counsel regarding this offer.

Pursuant to the provisions of Section 21.106 of the Texas Education Code, I agree to be returned to probationary contract status. I understand that, by accepting this offer, I will serve a new probationary contract period as if I were being employed by the District for the first time.

Employee's signature: _____

Date _____

For Office Use Only:

Received by Superintendent: _____ Date: _____

Superintendent's signature: _____