

	Superintendent's Circular	NUMBER: HRS-PP19 Version 01
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PERFORMANCE-RELATED DISMISSAL PROCESS FOR TEACHERS

This Circular will remain in effect unless rescinded or superseded by a subsequent version

In the event the performance evaluation of a teacher results in a recommendation for dismissal by a Principal or Head of School, the following procedures will be followed: (1) the Superintendent shall review all processed recommendations for dismissal and (2) if the Superintendent approves the recommendation to dismiss the teacher, the Principal or Head of School may institute dismissal proceedings set forth in M.G.L. c. 71, section 42.

Note: A teacher may be removed from the classroom, dismissed, or suspended for just cause prior to the completion of the evaluation-related process specified in this Circular.

TERMINATION REQUIREMENTS

The minimum requirements to proceed with a teacher termination can be met in one of two ways, both in cases where the teacher was placed on an Improvement Plan:

If the Evaluator determines that the Educator is not making substantial progress toward proficiency, the Evaluator shall recommend to the superintendent that the Educator be dismissed.

If the evaluator determines that the Educator's practice remains at the level of unsatisfactory, the Evaluator shall recommend to the superintendent that the Educator be dismissed.

Copies of the following information will be submitted to the Superintendent via the Office of Labor Relations in order to move forward with a recommendation for termination:

1. All less-than-proficient performance evaluations you are relying on for potential termination.
2. All other performance evaluations within the last two years.
3. All written feedback to the teacher following an observation in which you saw a need for improvement.
4. All correspondence regarding pre-evaluation and post-evaluation meetings.
5. All written notes from pre-evaluation or post-evaluation meetings.
6. A log documenting all artifacts (e.g., syllabus, lesson plan, evidence of planning, etc.) submitted to you by the teacher.
7. All notes and correspondence from the teacher concerning evaluations, classroom observations, and other matters relating to their performance.
8. Correspondence from teachers, parents, or other individuals regarding a teacher's performance, complimentary or critical.
9. Attendance and tardiness records and correspondence if attendance and/or tardiness is an issue or if the teacher's absences have affected contractually required timelines.

10. A log documenting any allegations of discrimination brought by the teacher to the BPS Office of Equity or the Massachusetts Commission Against Discrimination (MCAD), e.g., race, age, gender, disability.
11. All documentation about any disciplinary action taken against the teacher, only if relevant to performance issues.
12. A draft letter from the principal notifying the teacher of BPS' intent to dismiss based on unsatisfactory performance.

Steps of the termination procedure:	
1.	The principal/head of school recommends to the Superintendent that a teacher be terminated.
2.	If the Superintendent approves the recommendation, the teacher receives a letter from the principal/head of school notifying them of BPS' intent to dismiss.
3.	The teacher has 10 school days after receiving the notice of intent to dismiss to meet with the principal/head of school to review the decision.
4.	After the meeting, if the termination decision remains unchanged, the principal/head of school sends the teacher a letter communicating the termination decision.
5.	The teacher with professional teacher status may seek review of the termination decision within 30 days by filing a petition for arbitration with the Commissioner of Education.

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