

Separation

Teachers who for any reason intend to resign or who intend to retire are encouraged to indicate their plans to the superintendent at as early a date in the school year as possible. Early retirement requests must be submitted according to guidelines set forth in the Master Contract.

Resignations become effective at the end of the school year in which they are submitted. Resignation requests to become effective earlier than at the end of the school year, or those submitted after the close of the school year for the following school year, will be considered on an individual basis by the Board of Education. In such instances, the Board may choose not to grant the release. In certain instances, the Board may grant the release contingent upon finding a suitable replacement. The Board may also in such instances assess the costs of advertising for a replacement to the individual requesting the release.

Procedures for the dismissal of certified employees are governed by law, and all actions of the board, as well as the rights and privileges of employees, are clearly identified in the statutes.

In the case of a reduction in force, such procedures shall be followed as set forth in Board Policy.

Adopted: 06-12-2000
Reviewed: 12-09-2013