



### 5.20.120-AD Teacher Resignations

- (1) **In Writing**. All resignations shall be in writing, with the reason for resignation given, and must be, signed by the teacher.
- (2) **Resignation Abrogating Contract**.
  - (a) **Timing**. Every teacher desiring to resign either within 90 days prior to the commencement of a school year, or within the school year for which he/she is employed, shall submit his/her resignation as long in advance of vacating the position as circumstances reasonably permit.
  - (b) **No penalty**. If the superintendent finds that district education programs will not be adversely affected and that the reason for resignation outweighs any inconvenience likely to result therefrom, he/she shall present such resignation to the Board of directors with his/her recommendation that it be accepted without prejudice to any subsequent application for employment.
  - (c) **Penalty**. If the superintendent finds that school programs will be adversely affected by the resignation or that the reason for resignation does not outweigh the inconvenience likely to result therefrom, the teacher shall be so advised. He/She shall also be advised of the policy and procedures established hereunder and afforded an opportunity to withdraw such resignation.
    - (A) **Superintendent Recommendation**: If the teacher insists upon resigning, the superintendent shall present the resignation to the School Board unaccompanied by a recommendation that it be accepted without prejudice to any subsequent application for reemployment. The superintendent may make a recommendation as to acceptance or rejection of the resignation as he/she deems to be appropriate. He/She shall furnish the teacher a copy of his/her recommendation and notify the teacher of the time when the Board will consider the resignation.
    - (B) **Board Action**: The school Board will take whatever action it deems to be appropriate upon each resignation presented and may, in any case deemed proper, refer the matter to the State Board of Education for suspension of the teacher's certificate.
    - (C) **Prejudice to Subsequent Application**: Any action by the school Board accepting a teacher's resignation, unless stated to be without prejudice to any subsequent application for reemployment,

automatically shall disqualify such teacher from further employment by the district. Such disqualification from employment may be removed by subsequent action of the school Board and not otherwise.

Policy Implemented:

History: Adpt. 6/71

<b>For official use only</b>	
<b>Approved:</b>	
_____	_____
Superintendent	Date