

PERSONNEL

Separation

Teachers who for any reason intend to resign or who intend to retire are encouraged to indicate their plans to the Superintendent of Schools at as early a date in the school year as a teacher's plans may become firm and the decision to leave the District is made. In the case of early separation, this must be done by February 1 of a contract year. In the case of resignation, this must be done by July 1 of a given contract year. Any exceptions to these dates will be dealt with according to the unique circumstances of the individual case. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the Board, and must be considered on an individual basis. Resignations are to be submitted to the Superintendent.

Procedures for the dismissal of certificated employees are governed by state law and all actions of the school district and the Board, as well as the rights and privileges of employees, are clearly identified in the statutes. Certificated employees, are dismissed only when all efforts to assist the teacher to achieve professional standards of teaching competence have been undertaken.

Personnel shall retire from active service at the end of the school year in which the employee attains the age of seventy (70). The school year in this context shall mean the period in which salary is received for the teaching service from September 1 to August 31.

Date of Adoption: _____
Last Revision: _____
Last Review: November 11, 2002

Legal Reference: _____