

### **Resignation of Instructional Staff/Administrative Staff**

In accordance with state statutes, a teacher or licensed administrator may cancel a contract prior to the beginning of an academic year by giving written notice no later than 30 days prior to the start of the academic year, during an academic year by giving at least 30 days' written notice, or at any time by mutual agreement with the Board of Education.

A teacher or licensed administrator who fails to honor a contract, except in accordance with the statutes, shall be held responsible for the ordinary and necessary expenses incurred in securing a replacement, or for 1/12th of his or her annual salary, whichever is less. In addition, the teacher's or administrator's license may be suspended.

A teacher or licensed administrator who resigns during the term of the contract shall be paid the prorated amount of the annual salary for each day the teacher has been on duty.

The Board authorizes the superintendent to accept resignations of instructional and administrative staff, upon receipt. The superintendent shall document the date of receipt of the resignation and inform the employee of the district's acceptance in writing. The resignation shall be approved at the time of the superintendent's acceptance. An appeal of the superintendent's acceptance may be made to the Board, in writing, at the next regularly scheduled Board meeting.

The district shall comply with the mandatory reporting requirements concerning allegations of unlawful behavior involving a child and other offenses, in accordance with state law and the regulation accompanying this policy.

Adopted: May 18, 2011

Revised: July 2013

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Adopted: October 16, 2013

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Adopted: March 18, 2020

Reviewed: September 2021 (no changes)

LEGAL REFS.: 20 U.S.C. 7926 (*ESSA prohibition against employment assistance for school employees who have engaged in sexual misconduct with a student or minor*)  
C.R.S. 19-3-301 *et seq.* (*Child Protection Act of 1987*)  
C.R.S. 22-32-109.7 (*specific duties regarding hiring inquiries and reporting*)  
C.R.S. 22-63-202 (*employment contracts*)

1 CCR 301-37, Rules 2260.5-R-15.00 *et seq.* (mandatory reporting requirements)

Big Sandy School District 100-J, Simla, Colorado