

**WEST LINN-WILSONVILLE SCHOOL DISTRICT
SCHOOL BOARD POLICY**

Current File Code: GCDA
Date Policy Adopted: 5-07-07

RESIGNATION OF TEACHERS, ADMINISTRATORS

In order to provide the best continuity and quality of education for all children during the school year, the West Linn-Wilsonville School Board believes that teachers and administrators should fulfill the terms of their contracts, with the exceptions as allowed by state law; therefore, Teachers and administrators who resign from a position with the West Linn-Wilsonville School District will give, in writing, at least 60 days notice of resignation. Upon receipt of written notice of resignation, the superintendent's office will initiate the process for properly filling the vacancy

In instances where an employee wishes to leave on shorter notice, the superintendent will consider an earlier release on condition that effective arrangements can be made for a replacement.

Once a resignation is tendered, it will be considered final unless its withdrawal is approved by the superintendent.

END OF POLICY