

## **POST FALLS SCHOOL DISTRICT NO. 273**

Series 400: Certified Personnel: Contract Termination

Policy No. 403.3

Policy Title: Resignation

Page 1 of 1

Applicants for certificated positions with the Post Falls School District who are issued a contract and employees who are on contract should recognize the responsibilities their contract carries. Certificated personnel will generally be expected to fulfill the terms of their contract unless:

1. There are clearly compelling, mitigating circumstances which prevent the certificated or exempt individual from doing so; and
2. Until such time as the board released the certificated individual from the terms of the contract upon the recommendation of the superintendent.

Employees, including those employees who have just signed their first contract, will not be released from contract during the school year or within 45 days of the start of the school year unless a suitable replacement can be found. The board may make exceptions to this rule for serious health problems.

The employee may make a written request for release from contract during the school year or immediately prior to the start of the school year, stating the date of requested release. The request should be submitted to the district office so a search for a suitable replacement can be initiated. The request for release will be submitted to the board at the time specified by the employee. If finding a replacement is not imminent, the superintendent or designee will advise the person submitting the request that the administration will recommend to the board that the request be denied. The superintendent or designee will also give the person making the request the opportunity to hold the request until finding a suitable replacement is imminent at which time the resignation would be submitted to the board. If no time is specified for the request to be submitted to the board, it will be submitted when the administration feels that finding suitable replacement is imminent. The person making the request will be advised of that action.

Should any certificated employee abandon the contract of employment with the district without the prior written release from the contract by the Board of Trustees, the board will report the event to the Professional Standards Commission, alleging the certified employee is guilty of unethical practices and has violated the Code of Ethics for Idaho Professional Educators.

### Legal References:

I.C. § 33-524

I.D.A.P.A. 08.02.02.076

Principals to Determine New Staffing

Code of Ethics for Idaho Professional Educators

Date of Adoption: 1/26/88

Amended: 1/9/23

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