

## **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. An adjustment or repayment may be made for amounts accrued or overpaid.

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 prior to 1985

Revised February 21, 1990

Revised April 1991

Revised August 7, 1991

Revised March 2, 1994

Revised February 20, 2008

Revised May 16, 2012

Revised February 19, 2014

Legal refs.: 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)