

**CONTRACTED STAFF RESIGNATIONS &  
REQUEST FOR RELEASE FROM CONTRACT**

All professional staff under contract with the District is expected to fulfill the entire term of the contract.

**Release from Contract**

However, when a member of the professional staff requests a release from contract, the Board may exercise one of three options:

1. Grant an unconditional release from contract.
2. Deny temporarily or table the request with the understanding that the administration will be directed to facilitate the granting of the request by seeking an adequately qualified replacement.
3. Deny the request.

No release shall be deemed granted until the Board has unconditionally approved it. In the event of breach on the part of a teacher, that teacher shall pay to the District the sum of: \$1,500 up to June 15<sup>th</sup> and \$2,500 thereafter. Such payment shall not be construed as a penalty but as a reimbursement to the District for the additional expense and inconvenience incurred as a result of such breach.

Any teacher or administrator who has not been granted a release by the Board and who fails to fulfill a teaching or administrative contract with the District will be reported to the Education Standards and Practices Board.

**Resignation**

Professional staff members who decide to leave the employment of the District at the end of their current contract are requested to submit a written resignation to the Principal immediately upon making the decision. The resignation shall indicate clearly the date upon which it is intended to be effective. No resignation shall be deemed effective until the Board has approved it.

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**Complementary Documents**

- DKBB-BR, Granting a Release from Contract

**POLICY ADOPTED: 21 MAR 11**

**POLICY AMENDED: 08/10/2015**