

**BEND - LA PINE SCHOOL DISTRICT NO 1
ADMINISTRATIVE REGULATIONS
CODE: GCPB/GDPB-AR
DATED:
REVISED:
REVIEW DATE:
REVIEWED BY:**

RESIGNATION OF STAFF

A licensed employee who wishes to resign from employment with the district must give written notice at least 60 days prior to the final date of employment. The superintendent is authorized to accept the resignation effective the day it is received and either release the teacher immediately from further teaching or administrative obligations or inform the employee of the need to continue working for part or all of the 60-day period.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to suspend the teacher's or administrator's license for the remainder of the school year. The Board may consider exceptions due to emergency or other extenuating circumstances.

A classified employee who wishes to resign from his/her position with the district is requested to file a written notice in the personnel services department at least 15 days prior to the date he/she wishes to leave district employment. The superintendent is authorized to accept the resignation effective the day it is received.