

## Personnel

**SUBJECT: STAFF: SEPARATION**

A teacher may be dismissed at anytime during the probationary period only upon the recommendation of the Superintendent and majority vote of the Board in accordance with the Education Law. Notice of a recommendation for dismissal will be provided to the teacher at least 30 days prior to the Board meeting at which that recommendation is to be considered. The Board, upon making a determination to dismiss a probationary teacher, will provide written notice to the teacher at least 30 days prior to the effective date of termination.

The Board shall expect any teacher desiring to terminate his/her services to provide the Board with a minimum of thirty (30) days' notice before the effective termination date.

When possible a teacher shall make every effort to terminate employment at the end of the school year. Resignations must be in writing and include the effective date.

Education Law Sections 3012, 3019-a and 3031

Adopted: 2/13/01  
Reviewed: 1/8/07-no changes