

BP 4117.2/4217.1/4317.2 - ~~CERTIFICATED ALL PERSONNEL~~ – RESIGNATION

Note: The following sample policy sets forth two options regarding authority to accept resignations and should be revised as needed.

OPTION 1

The Superintendent or designee is authorized to accept the written resignation of any employee on behalf of the School Board, and the resignation shall become effective immediately upon acceptance by the Superintendent or designee. A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee.

OPTION 2

~~Resignations shall be submitted in writing and directed to the School Board in care of the Superintendent. The employee shall specify the requested date of resignation. The Board shall fix the effective date of resignation which may not be later than the close of the school year. The resignation does not become effective until it has been formally approved by the Board and may be withdrawn by the employee prior to Board action.~~

Note: The Alaska Professional Teaching Practices Commission recommends that districts adopt a policy which addresses the situation of a teacher's request to resign during the teacher's contract term, or abandoning the position without notice. The PTPC further recommends a policy that addresses what procedures the school district will follow when recruiting a teacher currently under contract with another district, including a teacher who has not obtained a written release from that district. The PTPC will implement possible sanctions against a teacher who unilaterally breaches his or her employment contract. The following language can be revised to reflect your district's needs.

A certificated staff member should provide notice as early as possible to the district when the staff member knows that he or she does not plan to return for the following school year. The district [OPTION: will OR may] agree to release a certificated staff member who has signed a contract, provided notice is given to the district, in writing, post-marked [OPTION: thirty calendar days prior to the staff member's first contract day of the school year OR on or before June 30th].

If a request to release a certificated staff member from his or her contract is made [OPTION: when fewer than thirty calendar days remain before the staff member's first contract day, or anytime thereafter OR after June 30th], the district will consider filing a Professional Teaching Practices Commission (PTPC) complaint. When considering if the filing of a PTPC complaint is warranted, the district will weigh any mitigating circumstances including, but not limited to, factors impacting the staff member's family or health, factors related to the staff member's employment or working conditions, or unforeseen changes in the circumstances impacting the staff member's ability to continue employment with the district.

If a certificated staff member is currently under contract with the district and the district learns the staff member has contracted with another district without obtaining a written release, the district will consider a PTPC complaint against the staff member.

The district will not contract with a certificated staff member under contract with another district unless the staff member provides a written release from the current employer. If the district contracts with a certificated staff member who has not disclosed that he/she is under contract with another school district, the district reserves the right to terminate the contract for material misrepresentation and to file a PTPC complaint.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

[4 AAC 18.010](#) Teachers' and administrators' contracts

[20 AAC 10.020](#) Code of ethics and teaching standards

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AASB Policy Reference Manual