

# Board Policy

Code No. 407.1

## LICENSED EMPLOYEE RESIGNATION

A licensed employee who wishes to resign must notify the Superintendent in writing within the time period set by the Board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for extracurricular duties covered by a separate contract. Resignations of this nature will be accepted by the Board.

Where permitted by Iowa law, the Board may require an individual who has resigned from an extracurricular duty to accept the resigned position when the Board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the school district.

Licensed employee resignations will not be accepted or approved after the time for resignations specified in Iowa Code and administrator resignations will not be accepted or approved after the time for resignations specified in Iowa Code Section 279.24, except upon recommendation of the Superintendent where unusual or extenuating circumstances exist.

The Superintendent, after assessing the specific circumstances of a resignation received after the established date, may make such exceptions as included in the following examples:

1. Teachers or administrators who are resigning and leaving the profession. Every reasonable effort should be made to dissuade the teacher from leaving at a time which makes difficult the successful recruitment of a highly qualified replacement. However, if the teacher is determined to resign, the District's interests are best served by accepting the resignation, thereby establishing the vacancy at the earliest possible date and permitting maximum time to fill the vacancy.
2. Teachers or administrators who are leaving for unavoidable and justifiable personal reasons. Teachers or administrators whose spouse is transferred from the area by an employer.
3. Teachers or administrators who are leaving for professional advancement. In a specific case, a teacher may request the acceptance of a resignation in order to accept a position elsewhere which affords a professional opportunity that would not otherwise be available.
4. Teachers or administrators whose replacement would provide an opportunity to strengthen the over-all capability of the licensed professional staff.

In recommending acceptance by the Board of a resignation after the established dates, the Superintendent will give priority consideration to hiring a suitable replacement for the resigning employee, and indicate to the Board the likelihood for recruiting a properly qualified replacement.

In the event a teacher or administrator does leave the District even though the individual's resignation has not been accepted or approved by the Board, the Superintendent may file a statement with the Department of Education, seeking suspension of the person's license.

Resignations shall be in writing signed by the resigning party and directed to the Superintendent and referred by the Superintendent to the Board with recommendations.

Bettendorf Community School District  
BOARD POLICY - 407.1 • LICENSED EMPLOYEE RESIGNATION

*Legal Reference: Iowa Code §§ 91A.2, .3, .5; 279.13, .19A (2009).*

*Cross Reference:*

405.3	<i>Licensed Employee Individual Contracts</i>
405.4	<i>Licensed Employee Continuing Contracts</i>
407	<i>Licensed Employee Termination of Employment</i>

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