

Separation

Resignation: Certificated Staff

The Board considers serious illness, transfer of spouse, military service or other possible situations as legitimate reasons for resignation of professional staff. However, the Board will consider each resignation on an individual basis.

In most cases, resignations become effective at the end of the school year in which they are submitted. Permanent teachers must notify the district of their resignation no later than June 1. Probationary teachers will not be released from their contracts after they are signed and returned, without the consent of the Board of Education. To become effective earlier than at the end of the school year, resignation must be approved by the Board, and must be considered on an individual basis. A teacher will not be released from contract unless a suitable replacement is available, and then only on conditions set forth in the Missouri Teacher Tenure Act.

Letters of resignation will be submitted to the superintendent of schools.

Liquidated Damages/Release from Contract

Staff members not planning to return to the Knox County R-I School District for the next school year should submit their letters of resignations to the central office as soon as resignation plans are finalized. The staff member must complete all checkout procedures with the appropriate administrator. If a resignation is requested by the certificated staff member after a contract has been signed and returned, the Board shall judge it according to the availability of a suitable replacement. Because of the additional difficulties involved in securing replacements, the Board shall assess a fee as a condition of releasing a certificated staff member from a contract. The following schedule shall be used:

Resignations June 1 to June 30	3% of contract
Resignations July 1 to July 31	4% of contract
Resignation August 1 to completion of contract	5% of contract

The Board reserves the right to waive or reduce the fee/forfeiture dependent on mitigating factors submitted by the resignee. If said fee/forfeiture is not waived by the Board, the resignee shall pay same before he or she is released from his or her contract, or sign a promissory note to pay same, at the resignee's notice. If the resignee shall refuse to either pay said fee/forfeiture or sign said promissory note, but does not honor his/her contract, the Board shall have the right to bring suit against resignee for breach of contract. If such suit is brought, the Board shall be entitled to recover not only its actual and compensable damages, but also its attorney fees and court costs.

Nothing in this policy shall be construed as granting a right to release from contract upon payment of a fee without the consent of the Board of Education.

Adopted: July 16, 2013

Re-Adopted: March 18, 2025

Knox County R-I School District, Edina, Missouri