

**Lake Oswego  
School District 7J**

Code: **GCPB/GDPB**  
Adopted: 2/22/83, 12/5/83  
Readopted: 6/08/09, 2/08/10  
Orig. Code(s): 4221, 4825

**Resignation of Staff**

Any licensed employee planning to leave district employment shall give written notice or request release from the contract at the earliest practicable date. Any request for release from a contract without 60 days prior notice may be deferred at the discretion of the Board until and unless a qualified replacement is found.

Where less than a 60-day notice is given, the Board may request the Teacher Standards and Practices Commission to discipline the licensee. Exceptions due to emergency or other extenuating circumstances may be considered by the Board.

District employees who voluntarily terminate their employment with the district shall be given an opportunity of an exit interview with a district staff member. The superintendent is authorized to accept resignations of classified employees effective the day they are received. Classified employees shall provide two weeks written notice of intent to resign.

END OF POLICY

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**Legal Reference(s):**

[ORS 342.553](#)

[ORS 652.140](#)

[OAR 581-022-1720](#)

Pierce v. Douglas County Sch. Dist., 297 Or. 363 (1984).