

**Winston-Dillard  
School District 116**

Code: **GCPB**  
Adopted: 7/10/02  
Readopted: 4/20/11  
Orig. Code(s): GCPB

**Resignation of Licensed Employees**

A licensed staff member who wishes to resign from his or her position with the district must give written notice at least 60 calendar days prior to the date he or she wishes to leave district employment. The superintendent is authorized to accept the resignation effective the day it is received and either release the teacher immediately from further teaching or administrative obligations or inform the teacher that he or she must continue teaching for part or all of the 60-day period. The Board, at its next meeting, shall ratify the action of the superintendent.

Where less than 60 calendar days 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.

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).