

**Policy**

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SEPARATION

Teachers, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans to the chief school administrator at as early a date in the school year as practical and giving such notice of intent to resign or retire within the time frame required by contract.

Resignations become effective at the end of the school year in which they are submitted unless a specific date is indicated in the resignation. Under no circumstances may the effective date of resignation be less than sixty days from the submission of the resignation.

The chief school administrator, based on the needs of the district and the availability of a suitable replacement, will consider an early release request on an individual basis.

Procedures for dismissal of certified staff are governed by law, and all actions of the board as well as the rights and privileges of employees.

Teaching staff members are dismissed only when all efforts to assist the teacher to achieve professional standards of teaching have been exhausted without response.

Adopted: April 28, 2004  
NJSBA Review/Update: June 2015  
Readopted: August 12, 2015

Key Words

Termination, Dismissal

<b><u>Legal Reference:</u></b>	<u>N.J.S.A.</u> 18A:6-10 et seq.	Dismissal and Reduction in compensation (tenured staff)
	<u>N.J.S.A.</u> 18A:16-2	Physical examinations; drug testing; requirement
	<u>N.J.S.A.</u> 18A:16-4	Sick leave; dismissal
	<u>N.J.S.A.</u> 18A:17-2	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
	<u>N.J.S.A.</u> 18A:17-3	Tenure of janitor employees
	<u>N.J.S.A.</u> 18A:27-1 et seq.	Employment and Contracts
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:27-4.1	
	<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
	<u>N.J.S.A.</u> 18A:66-43	Retirement for service age limits

**Possible**

<b><u>Cross References:</u></b>	*2131	Chief school administrator
	*4111.1/4211.1	Nondiscrimination/affirmative action
	*4112.4/4212.4	Employee health
	4112.5/4212.5	Criminal history check
	*4112.6/4212.6	Personnel records
	*4112.8/4212.8	Nepotism
	*4121	Substitute teachers
	*6010	Goals and objectives

\*Indicates policy is included in the Critical Policy Reference Manual.