

PATTONVILLE SCHOOL DISTRICT

EPS Code: GCP

District Code: New

**VOLUNTARY TERMINATION OF EMPLOYMENT
PROFESSIONAL STAFF**

A contract between a professional staff member and the Board of Education may be terminated or modified at any time by mutual consent. A permanent staff member who desires to terminate a contract at the end of a school year shall give written notice to do so, and the reasons, no later than May 1st of the school year. A contract between a probationary teacher and the Board of Education may be terminated or modified at any time by mutual consent. Employees who intend to terminate and/or retire, are encouraged to indicate such plans in writing to the Assistant Superintendent for Human Resources prior to January 15th of the school year, so that administration will have sufficient opportunity to secure the best possible replacements.

Requests for release from a contract submitted by a staff member to be effective earlier than the end of the school year, require approval by the Board of Education and will be considered on an individual basis at the next regularly scheduled Board meeting. The Board will, at all times, consider the instructional needs of students when determining whether such release will be granted. If a release is granted, the administration will make every effort to immediately secure a replacement.

Adopted: January 22, 1985
Revised: December 11, 2001

Legal Refs.: Public School Laws of Missouri, Section 168.112;
Section 168.126, page 111