

**DODGELAND SCHOOL DISTRICT  
Board Policy Manual**

**536.11**

**RESIGNATIONS FINALIZED**

A professional staff member may resign in accordance with the term of his/her employment contract. A resignation, once submitted in writing and accepted in writing, is final and may not be rescinded. The School Board shall act to accept resignations from professional staff members at regularly scheduled Board meetings. The Board authorizes the District Administrator to act on behalf of the Board when the timing of a resignation and/or scheduling of a Board meeting would cause unnecessary delays or have other detrimental results for the District or staff member. In such cases, the District Administrator shall accept a written resignation, communicate the acceptance in writing to the professional staff member and bring the resignation forward to the Board as a point of information at the next regularly scheduled Board meeting.

CROSS REF.: 536.1, Resignation and Liquidated Damages for Certified Professional Teaching Personnel

Approved (Davis & Kuelthau/WASB): May 18, 2015