

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

RESIGNATION OF INSTRUCTIONAL PERSONNEL

It is the policy of the Clarksville-Montgomery County School System (CMCSS) that teacher resignations are accepted in accordance with the regulations of the Tennessee Code Annotated, which states in part that "a teacher shall give the superintendent written notice of resignation at least thirty (30) days in advance of the effective date of the resignation".

A teacher who breaks a contract with the Board of Education without a justifiable reason is subjected to penalties outlined in the Tennessee Code Annotated. In part, these penalties may include suspension of the teacher's certificate and increasing the standards for attaining tenure in any other system in the State of Tennessee.

The conditions, under which it is permissible to break a contract with the Clarksville-Montgomery County School System, are as follows:

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Director of Schools or designee.
2. The drafting of the teacher into military service by a selective service board.
3. The release by the local Director of Schools or designee of the teacher from the contract that the teacher has entered into with the Clarksville-Montgomery County Board of Education.

Supplemental Personnel

A teacher receiving a salary supplement (Appendix C of MOA) who desires to resign the duties for which the supplement is being paid, but retain the position of teacher, is permitted to resign provided one of the following applies:

1. An adequate replacement is available from the faculty of the assigned school.
2. A transfer of personnel can be arranged that would not adversely affect the academic or athletic programs of the schools involved.
3. Unusual or atypical circumstances that, in the opinion of the Director of Schools or designee, are deemed to justify the resignation.

Implementing Procedures: [HUM-P009](#) Out Processing A Permanent Employee

Associated Documents: [HUM-F030](#) Resignation

Revision History:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---|
| 1/17/05 | | Initial Release |
| 5/28/09 | A | Add Appendix C of MOA and Associated Document |

*** End of Policy ***