

## **GCQD—Resignation of Administrative Staff**

### **Resignation or Release from Contract**

The resignation of any administrator will be submitted to the appropriate supervising Administrator, or the Board Chairperson in the case of the Administrator.

Administrators who for any reason intend to resign are encouraged to indicate their plans in writing at as early a date in the school year as plans become firm and the decision to leave the School is made. A resignation becomes effective at the end of the school year in which it is submitted.

A resignation to become effective earlier than the end of the school year requires a release by the Board.

### **Unprofessional Conduct**

An administrator who resigns contrary to this policy shall be deemed to have committed an unprofessional act and shall be subject to a record of this act being placed in the administrator's official file, with the opportunity for the administrator to respond to such notice.