

**RESIGNATION OF SUPPORT STAFF MEMBERS**  
*(Employees Not under Contract)*

Support staff members may resign by submitting a written letter of resignation to their immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two weeks prior to the effective date. A resignation is final upon receipt by the supervisor and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board.

**Due Process and Allegations of Sexual Misconduct with a Student**

In general, the district does not provide a Board hearing to employees who resign regardless of the reason for the resignation. However, if a district employee is allowed to resign as a result of an allegation of criminal sexual misconduct involving a child, as defined by ' 566.083, RSMo., or sexual misconduct as defined in Board policy or as determined by the Children's Division of the Department of Social Services, the district may be legally required to release, or may choose to release, information regarding the allegation to potential employers as detailed in policy GBLB. In these circumstances, the district will provide the employee or former employee a due process hearing when required by law. The superintendent or designee is authorized to consult with the district's attorney to determine the appropriate level of due process, if any, to provide.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted:

Revised: June 12, 2012 and January 11, 2020

Cross Refs: AC, Prohibition against Discrimination, Harassment and Retaliation  
JHG, Reporting and Investigating Child Abuse and Neglect

Legal Refs: ' 162.068, RSMo.  
U.S. Const. amend. XIV

Pleasant View R-VI School District, Trenton, Missouri