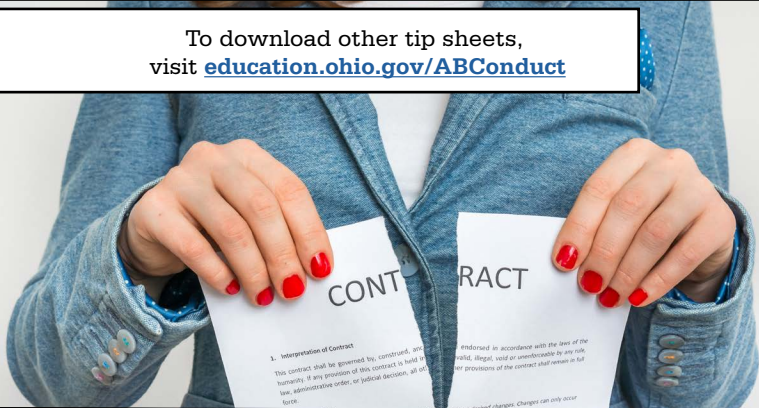


# #ABC Conduct

To download other tip sheets,  
visit [education.ohio.gov/ABCconduct](http://education.ohio.gov/ABCconduct)



Educators have a visible place in their communities. The choices they make, even when well-intended, can affect their jobs, families, schools and profession. The Ohio Department of Education, Ohio Education Association and Ohio Federation of Teachers, supported by BASA, OASSA and OAESA, offer this series of tip sheets on how to recognize situations that can get good educators in trouble.

#ABC Conduct Tip Sheets are designed to help educators identify and mitigate risks that occur in everyday situations. These tip sheets provide guidance for best practices and are not intended to be used in disciplinary actions.

*Ohio teachers, principals, superintendents and others are tasked with providing consistent, stable learning environments for their students. Educators fail to honor this obligation when they terminate their contracts after July 10 of any school year or any time during the school year. In addition to creating uncertainty for their students and districts, it also can put educators' professional licenses at risk.*

## Broken Contract – What are the Rules?

Ohio Revised Code sections 3319.15 and 3314.103 and Principle 8 of the *Licensure Code of Professional Conduct for Ohio Educators* govern how broken contracts are handled.

- These provisions apply to teachers, principals, superintendents and others who work for public schools and community schools.
- These provisions state that an educator's license can be suspended for up to one year if the educator breaks a teaching contract.
- After the school year ends, teachers, principals, superintendents and others are permitted to leave a school if they do so before July 10.
- On or before July 10, teachers must give a five-day notice to properly terminate their contracts.
- If a teacher receives approval from the school's governing authority to leave *after* July 10, there is no contract violation.
- A school's administration is not mandated to report a teacher, principal or superintendent who improperly breaks an employment contract to the Ohio Department of Education.

**A teaching contract is a two-way street that provides certainty to teachers, districts and schools.**

### Memorandum

To: All applicable licensees in Ohio  
 Re: Possible license suspension for up to one year  
 Date: After July 10 and during the school year

#### Consequences of Breaking a Teaching Contract

All teachers, principals, superintendents and other personnel in public and community schools must remember that, to promote stability and consistency for Ohio students and uphold professional working environments, individuals are permitted to resign their employment only between the last day of school and July 10. After July 10, educators can ask to be released from their employment contracts at the discretion of their employers.

Sincerely,  
*Crystal Clear*



## DO's & DON'Ts

—with—  
*Crystal Clear*

- DO** consider the consequence of breaking your employment contract before deciding to leave your job.
- DO** request employer approval if you want to leave your teaching position after July 10 or during the school year.
- DO** thoroughly read all provisions of your employment contract before signing it.

**DON'T** forget that leaving in the middle of a school year may disrupt student learning and affect your professional career.

**DON'T** break a contract just because you got a better job offer.

**DON'T** sign a teaching contract if you don't plan to finish the year

# Make Professional Choices

**Ms. Rogue, a recent graduate, accepted a position as a sixth grade teacher. After a few weeks, she realizes she can't handle her unruly students. She feels the administration is not supporting her and quits her job.**

**Unprofessional choice:** Despite the tough situation, Ms. Rogue was still under contract. By leaving early, she put strain on her students and district. She may have her license suspended for up to a year.

**Mr. Summers accepted a teaching position at Green Acre Schools. In January, another school offered him a higher paying job. He accepts that job and leaves Green Acre.**

**Unprofessional choice:** Mr. Summer broke his contract and his credentials could be suspended.

**Mr. Pryde loves teaching fourth grade and is upset to learn his wife, who is in the military, is being relocated to another state. Mr. Pryde requests permission to terminate his contract early. His school board accepts his resignation.**

**Professional choice:** Mr. Pryde took the right steps to make sure his license would not be jeopardized.

**Ms. Grey, a principal, is sad when she must move out of state during the school year because of her husband's job. She asks for consent to leave. The board denies her request because it does not have a replacement. She leaves anyway.**

**Unprofessional choice:** While Ms. Grey has broken her contract, the Department considers the circumstances involved in every case.

**Mr. Logan is hired to teach 12th grade math at a community school. The first day, he is reassigned to ninth grade English. Frustrated with his assignment, he quits after three weeks.**

**Unprofessional choice:** Mr. Logan did not have permission to break his contract and risks having his license suspended.