



Employee Separation Policy

Teacher terminations prior to the end of the school year must be approved by the MCS Governing Board.

Teachers who purchased items for their classroom with school money do not retain possession of said items upon the termination of employment.

Upon completion or termination of employment, employees are required to return all school keys (buildings, files, desk drawers), school-owned electronic devices and their power cords, and all school property to the Director, and complete the full Employee Separation Procedure.