

Douglas County School District

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Corrective Action Forms



Documented Coaching or Verbal Warning (send as an email)

Thank you for meeting with me on **DATE** to discuss several behavior concerns. This email will serve as a follow up to the concerns discussed:

- Leaving the building without following proper protocol, required to obtain approval from building administrator and notifying the school secretary
- Arriving late to meetings without notice or explanation
- Failure to participate with fellow teacher collaboration
- Leaving meetings early or failing to attend

These behaviors have an effect on (student/staff/parent/organization; culture/student learning/classroom management/communications/leadership; etc.)

With this email, the following professional behaviors need to be met and sustained:

- Arrive on time to professional development meetings as determined by leadership team
- Be present and engaged for the duration of grade level collaboration meetings
- Let the office know when you leave the building
- Participate as an active team member during professional development

Employee Name, with this email, I am giving you an opportunity to take responsibility and correct your behavior. Immediate and sustained improvement is required. Please be aware, failure to comply and sustain the expectations of this email, may result in further disciplinary action, up to and including dismissal.

SCHOOL LETTERHEAD

Date:

To:

From:

Re: Written Warning

Previous discussions and instructions with the employee, if any, on this situation, and date on which employee was provided an opportunity to respond to the allegation/complaint:
(List situation, date)

FACTS of the situation and investigatory conclusions (what, where, when, who)
(You are receiving this Written Warning due to: describe specific behavior concern; policy violation etc.)

RULES/Policies/Procedures/Norms violated:
(Give general statement of what rule, law, board or school policy, Principal directives, lack of professional behavior etc. that was violated)

IMPACT to student/staff/parents/organization:
(Culture, student learning, classroom management, communication, relationships, leadership, etc.)

SUGGESTIONS/Directives for immediate improvement and actions to be taken:
(Describe recommended action to correct behavior and recommend resources)
You will not (repeat what rule, policy, professional behavior needs to be followed in the future)

With this Written Warning, I am giving you an opportunity to take responsibility for your conduct and correct your behavior. Immediate and sustained improvement is required. Failure to comply with this Written Warning of Direction may result in further corrective action, up to and including [non-renewal or] a recommendation for dismissal.

A copy of this letter will be placed in your personnel file.

Supervisor: _____ Date: _____

Employee: _____ Date: _____

(Employee's signature indicates the employee has read and understands but does not necessarily constitute agreement with the contents of this letter. The employee further understands his/her right to file a rebuttal to this letter within five working days of its receipt in accordance with the Complaints and Dispute Resolution policy)

cc: Director of Human Resources
Supervisor's File

SCHOOL LETTERHEAD

Date: October 21, 2013

To: Employee Name

From: Manager Name

Re: Written Warning

Dear Employee,

As you should recall, we have previous documented coaching regarding situations of unprofessional conduct:

- On **DATE**, you yelled at a student and said, "I can't believe your parents have not disowned you."
- On **DATE**, you approached a student's parent at dismissal time and share concerns about their student in a negative manner rather than using positive and constructive communication strategies.

This written warning follows the above event and our meeting on **DATE** regarding the following issues:

- You continue to escalate with students by becoming angry, yelling, making demeaning statements and other inappropriate behavior:
 - On **DATE**, you told a student her poor behavior choice was not because she had ADD, but because she was a "bad student" and had her call her parents in front of the whole class to tell on herself.
 - On **DATE**, you stated in a parent-teacher conference, "You got really angry at student X because she was off task constantly one day".
 - On **DATE**, you took away a student's desk, threw away the student's learning tools, and humiliated the student by reprimanding her in front of peers and other staff.
 - During our conversation on Monday, **DATE**, you admitted that you sometimes get angry and yell at students.
 - On **DATE**, during a parent meeting you named other students and their specific behavior issues during another student's parent meeting by saying, "Student Y is a vacuum for attention, you should probably stay away from her" and "stay away from student Z, he is a real distraction."

Your actions are unacceptable and do not meet the following expectations:

- CITE Standard 4, Culture and Climate: Teacher models and collaborates with students to create a respectful and restorative culture and climate
 - Teacher models and collaborates with students to create an environment that is safe
 - Teacher facilitates opportunities for students to construct, understand, and practice a restorative classroom environment
 - Teacher models and establishes positive relationships with all students
- CITE Standard 5, Professionalism: Teacher demonstrates professional growth and development, leadership and professionalism
 - Teacher demonstrates professional and ethical conduct including following all laws, district policies and school procedures

Colorado State Law 22-1-123 Protection of Student Data-Parental or Legal Guardian Consent: *In accordance to the provisions of FERPA, a school district shall not release the education records (personally identifiable information including, printed, emailed or other electronic media) of a student to any person, agency or organization without the prior written consent of the parent or legal guardian.*

It is also important to point out the impact your actions have had on the District, students, and parents:

- You have exposed the district to potential legal liability.
- You have created an unsafe learning environment for students.
- You have placed a student at risk of harm by releasing confidential information.
- One student’s parents requested a class change because their child is fearful of you.

I am also directing you to:

- Use classroom management approaches that model positive and respectful interactions, align with restorative practices, and support our school PBIS system as outlined in the PLE Staff Handbook.
- Professionally and respectfully communicate with students without raising your voice.
- Professionally and respectfully communicate with parents about student needs.
- Demonstrate professionalism and demonstrate ethical conduct including following all laws, district policies and school procedures, including RTI and special education
- When a situation occurs where student issues need to be communicated, handle the situation in a confidential way and only with school professionals. Do not to speak about other students; you have been trained to maintain student confidentiality.
- Attend a professional development session on effective collaboration and communication in the workplace.
- Should you have any question, you must raise them in a timely manner with me or other designated building resources.

With this letter, I am giving you an opportunity to take responsibility and correct your behavior. Immediate and sustained improvement is required. Please be aware, failure to comply and sustain the expectations of this letter, may result in further disciplinary action, up to and including dismissal. A copy of this letter will be placed in your personnel file with Human Resources.

Principal: _____

Date: _____

Employee: _____

Date: _____

(Employee’s signature indicates employee has read and understands but does not necessarily constitute agreement with the contents of this letter. The employee further understands his/her contractual right to file a rebuttal to this letter within five working days of its receipt)

CC: Director of Human Resources
Director of Schools

SCHOOL LETTERHEAD

Date:

To:

From:

Re: Final Warning

Previous discussions and instructions with the employee, if any, on this situation, and date on which employee was provided an opportunity to respond to the allegation/complaint:

(List situation, date)

FACTS of the situation and investigatory conclusions (what, where, when, who)

(You are receiving this Final Warning due to: describe specific behavior concern; policy violation etc.)

RULES/Policies/Procedures/Norms violated:

(Give general statement of what rule, law, board or school policy, Principal directives, lack of professional behavior etc. that was violated)

IMPACT to student/staff/parents/organization:

(Culture, student learning, classroom management, communication, relationships, leadership, etc.)

SUGGESTIONS/Directives for immediate improvement and actions to be taken:

(Describe recommended action to correct behavior and recommend resources)

You will not (repeat what rule, policy, professional behavior needs to be followed in the future)

With this Final Warning, I am giving you an opportunity to take responsibility for your conduct and correct your behavior. Immediate and sustained improvement is required. Failure to comply with this final warning may result in further corrective action, up to and including [non-renewal or] a recommendation for dismissal.)

A copy of this letter will be placed in your personnel file.

Supervisor: _____ Date: _____

Employee: _____ Date: _____

(Employee's signature indicates the employee has read and understands but does not necessarily constitute agreement with the contents of this letter. The employee further understands his/her right to file a rebuttal to this letter within five working days of its receipt in accordance with the Complaints and Dispute Resolution policy.)

cc: Director of Human Resources
Director of Schools
Supervisor's File

SCHOOL LETTERHEAD

Professional Improvement Plan

Employee Name:	Position:
Work Location:	Employee ID Number:

The purpose of this Professional Improvement Plan (PIP) is to document ongoing performance issues and create an individual action plan to support and monitor the employee's progress.

Performance Standards not Successfully Being Met:

Impact of Employee's Performance on the School District:

Expectations/Goals of the Action Plan:

Strategies and Resources to Achieve the Expectations/Goals:

Periodic Reviews:

Employee's signature:	Supervisor's signature:
Date:	Date:

(Employee's signature indicates the employee has read and understands but does not necessarily constitute agreement with the contents of this PIP. The employee further understands his/her right to file a rebuttal to this PIP within five working days of its receipt in accordance with the Complaints and Dispute Resolution policy)

cc: Director of Human Resources
Supervisor's File

SCHOOL LETTERHEAD

Professional Improvement Plan

Employee Name:	Position:
Work Location:	Employee ID Number:

Performance Standards not Successfully Being Met

- CITE Standard 1.2 Learning Specialist selects skills needed to access World Class Outcomes from the GVCs
- CITE Standard 1.3 Learning Specialist select differentiated World Class Outcomes
- CITE Standard 1.4 Learning Specialist evaluates assessment data to select (or refine) skills needed to access World Class Outcomes
- CITE Standard 3.2 Learning Specialist uses balanced assessment data and the IEP to plan World Class Learning Opportunities
- CITE Standard 3.5 Learning Specialist facilitates learning opportunities that engage all students
- CITE Standard 3.9 Learning Specialist demonstrates content-area expertise while facilitating student mastery of transition goals and (skills that give access to) World Class Outcomes
- CITE Standard 4.2 Learning Specialist facilitates opportunities for students to construct, understand, and practice a restorative classroom environment

Impact of Employees' Performance on the School District

- Decreases team productivity and effectiveness with students.
- Diminishes the learning environment and differentiated outcomes and supports put in place for students.
- Adversely impacts student growth outcomes and restorative classroom culture.
- Places the District at risk for legal liability.

Expectations/Goals of the Action Plan:

- Demonstrate an effective ability to contribute and write IEPs.
- Demonstrate an effective ability to determine, implement and refine appropriate intervention strategies.

Strategies and Resources to Achieve the Expectations/Goals:

- Review the IEP Process and timeline (IEP Nuts & Bolts).
- Provide coaching and support with the IEP report and goal writing.
- Submit draft IEP reports and goals to ECE Coordinator, at least two weeks before each IEP
- Review example IEPs to support Teacher as she constructs her own resources to increase her autonomy.
- Review resources about positive behaviors guidance and the pyramid model.
- Coaching and feedback for interactions with students from ECE Coordinator and/or Team Leader and/or mentor.
- Teacher will review the ECE Quality Program Indicators and mandates in the ECE Staff Handbook .

SCHOOL LETTERHEAD

Certified Remediation Plan

Employee: _____ Employee ID#: _____

Position: _____ School: _____ School Year: _____

Evaluator Name/Title: _____

Date of Notice of Remediation: _____ Date of Initial Conference: _____

1. Professional indicators not being met:

2. Objectives of remediation plan:

3. Activities/strategies for sustained improvement:

Administrative Leave with Pay Checklist

Name of Employee: _____ Date: _____

Employee ID# _____

You are being placed on administrative leave with pay pending the outcome of an investigation into allegations of conduct and behavior that if substantiated could result in corrective action up to and including termination of your employment. This leave is not disciplinary action and no allegations have been substantiated at this time. The following information is intended to outline your rights and responsibilities while on leave.

In order to maintain the integrity of the investigation process, as well as maintain necessary confidentiality, you are instructed to adhere to the following checked parameters. Failure to abide in any way with any/all of the following checked directives may result in the termination of your employment with the Douglas County School District.

You are directed to:

_____ Leave your badge and/or keys with your supervisor and/or Human Resources.

For security purposes, access to the following will be suspended during your leave period:

_____ All District servers

_____ E-mail

_____ Voicemail

During your leave period, you will not have access to school or school grounds unless specified otherwise below:

_____ By appointment: _____

_____ Other: _____

During your administrative leave period:

_____ A District investigator may be contacting you and you are expected to cooperate in this investigation.

_____ You are required to be available during regular work hours for such an appointment or return-to-work meeting.

_____ You may not contact any students, parents, or personnel involved with the school or school district except for the Building Administrator, your immediate supervisor or Human Resources.

_____ District personnel will conduct a prompt and thorough investigation and will inform you of the results of the investigation.

_____ Should you be contacted by co-workers or other DCSD staff, you should not discuss any aspects of the investigation until the matter has been resolved.

Employee Signature: _____ Date: _____

Supervisor/HR Signature: _____ Date: _____