|  |  |
| --- | --- |
|  | SAMPLE |

Memo

To: (Employee)

From: (Principal)

CC: Human Resources

Date:

Re: WRITTEN REPRIMAND – Job Performance

(State the Problem)

This memo will serve as a written reprimand in response to multiple parental complaints I have received regarding allegations of your rudeness and unwillingness to assist your students when they request your help. I have met with you on three (3) occasions (dates) with regard to this matter and despite several meetings and verbal warnings, you have demonstrated a lack of progress.

(Present the Evidence & Policy Violations)

To date, I have received ten (10) parent complaints requesting that their students be removed from your classroom. Following each of these allegations, I conducted a Level I investigation and met with each of these parents and honored their requests, as it was deemed in the best interest of each student. Based on the results of the Level I investigation, I found your behavior to be unacceptable. In addition, transferring students out of your classroom has created an unbalance of students assigned to your classes in comparison to your colleagues.

In accordance with District Policy AA418 – Discipline of Students – Staff Responsibilities; specifically:

***II.A. Teachers and other staff members will promote good rapport with students by demonstrating qualities of honesty, fairness, and consistency in their dealings. Teachers are expected to help students develop and maintain respect for themselves, for others, and for school property.***

***B. Teachers will maintain effective control of the instructional situation in order to provide optimum learning opportunities for all students. It is the responsibility of the teacher to plan lessons carefully and engage in instructional activities which further student interest…***

The directive below must be implemented immediately and in the future, for your continued employment with Jordan School District. Failure to follow these directives and to demonstrate improvement may result in adverse employment action, up to and including termination, in accordance with DP316NEG – Orderly Termination Procedures – Licensed; specifically:

***II.B a. Insubordination***

***f. Conduct which may be harmful to students or the District.***

 ***i. Unprofessional conduct not characteristic of or befitting a Jordan District employee.***

(Outline the Directives)

The following directives are to begin immediately:

* You must work with parents and students in a professional and courteous manner to ensure they do not request to be transferred out of your class.
* You must model respect and provide a positive learning environment at all times, which is conducive to learning.
* You must address parent and student concerns in a civil and timely manner.
* You must treat student problems fairly, with patience and concern.

(Evaluate Job Performance)

I will continue to monitor your job performance with the expectation you will improve. If you choose not to make changes in the way you treat students, further disciplinary may be taken against you in accordance with District Policy DP316NEG. Be advised that compliance with all District policies is non-negotiable.

(Kindness Message)

It is my sincere desire to assist you to be successful in your position here at (school). Please let me know if there is anything further I may do to assist you.

(Secure the Signatures)

Your signature below indicates you have received a copy of this memo. You understand all District policies are found on the District website. As this issue has risen to the level of a “written reprimand”, a copy will be placed in your personnel file with the Department of Human Resources.

You may submit a written response to this memo to me within 10 calendar days of receipt of this memo, if you choose to do so.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

Xc: HR Administrator

Personnel File