**(Put on School Letterhead)**

To: Employee’s Name  
From: Principal’s Name  
Date:   
Re: Written Reprimand - Job Performance

(**State the Problem** – Identify the purpose of the reprimand, focus on the misconduct)

This reprimand is in response to allegations made in multiple parent complaints of inappropriate comments made by you that put students down and a perceived unwillingness to assist students who request your help. I have met with you on several occasions previously regarding this matter, specifically (included dates and details of prior interventions). Despite previous intervention, you have demonstrated a lack of improvement.

(**Present the Evidence & Policy Violations** – Stick to the facts, be objective)

To date, I have received five (5) parent complaints requesting their children be removed from your classroom due to the concerns listed above. Based on the results of my investigation, I have found validity to the allegations and therefore a need to improve your interactions with students. Not only does your action violate District policy AA418, it creates an imbalance in your class sizes when compared to your colleagues. District policy AA418 states, “(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(s)…”.

(**Outline the Directives** – Ensure that they are **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**imebound)

The following directives are to be implemented immediately:

* Only provide feedback to students that will encourage further participation and engagement with learning, particularly when incorrect or inaccurate student responses are shared.
* Work with the instructional coach to provide a written plan to the administration by (date) that describes both how you will provide students with additional support for learning your curriculum and the types of verbal feedback you will provide students to create a safe learning environment. Your word choice, tone, and actions will demonstrate your commitment to help them learn and will “promote good rapport” with your students.
* Once approved by the administration, share with your students your desire to help them be successful along with their pathways to received additional support.

(**Kindness with the Employee** – Provide resources and interventions for improvement)

It is my sincere desire to assist you to be successful in your position. I will invite our instructional coach to come observe in your classroom to provide feedback and help create the written plan. You may also coordinate with them opportunities to observe how other teachers provide encouraging feedback to students. A District consulting educator is available to provide additional mentoring and assistance. Please let me know if you would like to work with a consulting educator or if there is anything further I may do to assist you.

(**Evaluate Performance & Compliance** – Expect change, follow up plan, refer to DP316)

I will continue to monitor your job performance with the expectation you will improve. Failure to follow directives provided and to demonstrate improvement may result in adverse unemployment action up to and including termination, in accordance with District Policy DP316NEG. Be advised that compliance with all District policies in non-negotiable.

(**Secure the Signatures** – Always meet in person, never leave a written reprimand for the employee to sign and return to you)

Your signature below indicates you have received a copy of this memo and that you are aware that all District policies are available 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 me within 10 calendar days of receipt of this memo, if you choose to do so.

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Employee Date

Attachments: AA418 – Discipline of Students—Staff Responsibilities  
 DP316 – Orderly Termination Procedures—Licensed

Xc: (Name of AOS), Administrator of School  
(Name of HR Admin), Human Resources Administrator  
District Personnel File