PUT ON SCHOOL LETTERHEAD

To:

From: , Principal

Date:

Re: WRITTEN WARNING – Unprofessional Behavior

This written warning is to serve as documentation for a compilation of school administration concerns regarding your behavior and the impact that behavior is having on your classroom performance.

During this 2023-2024 school year, colleagues, parents, and students have either witnessed or notified administration of concerns with regard to your unprofessional behavior and demeanor. Your actions are not in line with District expectations in the following documents:

* AA418 Discipline of Students-Staff Responsibilities
* DP378 Employee Code of Conduct
* Licensed Teacher Job Description

The issues hereby documented in this letter of concern are as follows:

* On DATE, you yelled at a class at a volume and intensity that was unprofessional. A recording of the outburst was captured and shared by a student. After the incident, two other students came forward to complain. A fourth student requested and was granted a transfer out of the class because she “did not feel safe in the class anymore.”
* On DATE, you reached under a student’s leg in order to confiscate a cell phone. This student’s mother called the school to complain. She also emailed a response to you with concern and anger.
* On DATE, you knocked a student’s hat off his head while admonishing him to “Stay on task.” A student who observed the incident came down to the office to express concern.

The directives below must be implemented immediately and in the future for your continued employment with Jordan School District. In accordance with *JSD Policy DP316 NEG*, failure on your part to follow these directives and to demonstrate improvement may result in adverse employment action, up to and including termination. Be advised that compliance with all District policies is non-negotiable.

The following directives are to begin immediately:

* You must demonstrate the ability to communicate with all students in a calm, professional manner. Do not yell at students. Contact an administrator if you need assistance.
* You must demonstrate the ability to maintain appropriate social lines and boundaries with students. Do not touch students to gain compliance or their attention.

We will continue to monitor your job performance with the expectation that you will improve. It is my sincere desire to assist you to be successful as a teacher at SCHOOL.

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

Your signature below indicates you have received a copy of this written warning and that you understand all JSD policies can be found on the District website.

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

Employee Date