

Document #1 - Observation

The documentation of that observation should state something like the following:

"Date of Observation: _____

Time of Observation: _____

I was in your classroom today. I observed that there was inappropriate instructional design. The elements of your instruction that I observed consisted of _____
_____. These things are not aligned either to the applicable standards or to the curriculum.

You are directed as follows:

1. Immediately stop wasting time on instruction that is not appropriate or that is not aligned to the applicable standards or to the curriculum.
2. All lesson plans are to specifically and expressly include a description of the state standards and district curriculum that will be addressed by the lesson.
3. All instructional time is required to be used to address applicable standards and curriculum.

Your failure or refusal to comply with these directives may lead to discipline, including dismissal. If you need any assistance, please let me know if writing.

Signature: _____ Date: _____

Document #2 - Observation

The documentation would look something like this:

"Date of Observation: _____

Time of Observation: _____

I was in your classroom again today. I observed that again there was inappropriate instructional design. The elements of your instruction that I observed consisted of _____
_____. These things are not aligned either to the applicable standards or to the curriculum, and such instruction are in violation of the directives that I gave to you in my memorandum to you dated _____, a copy of which is attached hereto. You are directed to comply with those directives. In addition, you are directed to meet with me on _____, 2011, at ___ o'clock to discuss these allegations and for me to here your side of the story. You may bring union representation with you if you desired."

Signature: _____ Date: _____

Document #3 – Suspension Letter

The suspension letter could be couched something like the following:

“Date of Meeting: _____

Time of Meeting: _____

As you know, we met to discuss the allegations against you as reflected in the following documentation: _____. After hearing your side of the story, it has been determined that you be suspended without pay for three (3) days. You will serve your suspension on _____, _____ and _____, 2011. You will return to work on _____.

You are directed as follows:

1. Immediately stop wasting time on instruction that is not appropriate or that is not aligned to the applicable standards or to the curriculum.
2. All lesson plans are to specifically and expressly include a description of the state standards and district curriculum that will be addressed by the lesson.
3. All instructional time is required to be used to address applicable standards and curriculum.

Your failure or refusal to comply with these directives may lead to additional discipline, including dismissal. If you need any assistance, please let me know if writing.

Signature: _____ Date: _____

Appendix "A" – Sample Improvement Plan

IMPROVEMENT PLAN

Date: _____ Employee's Immediate Supervisor: _____

Employee's Name: _____ Improvement Plan Author: _____

Brief Description of Incident or Circumstances Leading to this Improvement Plan:

(If additional space is needed, please use a separate sheet.)

Directives with which Employee Must Comply:

1. The employee must comply with all applicable policies of the School Board, a copy of which available on the district's website.
 2. The employee must comply with all applicable work rules.
 3. The employee must comply with all directives.
 4. The employee must comply with all requirements contained in the applicable job description.
 - 5.
- (If additional space is needed, please use a separate sheet.)*

It is recognized that the employee is a fully credentialed and legally qualified employee having already completed all necessary training and education. Therefore, it is expected that the employee has already had the training and education to perform all aspects of the job properly, including compliance with the directives contained in this improvement plan and compliance with all other rules and requirements of the job. If, however, the employee believes that additional training, education, assistance or mentoring is needed in order to fulfill the requirements of this Improvement Plan, or of the job, the employee must provide written documentation to the supervisor named in this Improvement Plan stating the nature of assistance needed and the reasons or rationale why such assistance is needed and reasonable. The School District will decide what assistance, if any, will be provided.

If the employee has any questions as to the meaning of any of requirements contained in this Improvement Plan, the employee is required to place those questions in writing to the supervisor named above.

WARNING: The employee's failure or refusal to comply with all of the directives and other requirements contained in this Improvement Plan may lead to discipline, including discharge.

Employee Signature: _____

Date: _____

Signature of Employer Representative: _____

Date: _____