

DIXIE DISTRICT SCHOOLS

Taking Action

- I. Investigate the incident/allegation and gather appropriate data. Depending on the concern, data may include student interviews, staff interviews, classroom observations, student assessment data, lesson plan reviews, etc. All data needs to be in writing.
- II. Classify the problem(s) into one of the following categories:
 - A. **Work Habits** (missing deadlines, consistently late to work)
 - B. **Classroom Performance** (students off-task, unsatisfactory student performance)
 - C. **Personal Behavior at Work** (gossiping about others, uncooperative, cell phone usage)
 - D. **Personal Behavior Away from School** (discussing confidential information within the community, social media)
 - E. **Outside Agency Referral** (child abuse allegation, arrested by law enforcement)
- III. Select the appropriate corrective process whether behavior or performance. What is the least severe, yet still appropriate, action that should be taken? Contact Human Resources for assistance.
- IV. **Document – Document - Document! If it’s not documented, then it did not happen.**

Progressive Discipline Model
Letter of Concern <ul style="list-style-type: none">• Not considered discipline• Not required by Collective Bargaining Agreement
Step 1-Conference with Verbal Warning Step 2-Conference with Written Confirmation Step 3-Conference with Written Reprimand Step 4-Suspension or Unsatisfactory Evaluation (submit request to Superintendent) Step 5-Dismissal (submit request to Superintendent)
Steps 1-5 are considered discipline; therefore, employees shall be given <u>two (2) days’ notice</u> of the date and time and a statement of the reason for the conference. Employees must also be informed of their right to be accompanied at the conference by up to two (2) representatives of the Association. Remember, employees MUST have DUE PROCESS.
Common Mistakes: <ul style="list-style-type: none">• Knee jerk reactions (it is important to address concerns early)• Inconsistency among employees• Documentation does not support allegation• Waiting for the annual evaluation to address the problem• Threats (<i>If you _____ one more time, your employment will be terminated.</i>)
<u>Taking action</u> should be timely and focus on continuous professional growth by providing guidance, support, supervision, and resources.

**DIXIE DISTRICT SCHOOLS
LETTER OF CONCERN**

Date

Name
School

Dear _____:

Notice of deficiencies

This letter documents that we held a conference today at which time we discussed work habits.

Explanation of deficiency, impact on school's operation, specify the statute, rule or policy that was violated, and provide suggestions to improve.

Since the beginning of the school year, you have been late for work on several occasions and have been absent from work for four days without leave time. When you are not present at work on a consistent basis, you create a situation that impacts the effectiveness of our district mission of serving students. Policy 6.22 explains the consequences of being willfully absent from duty without leave.

Offer of Assistance

If you are unable to be at work due to medical reasons and you have questions regarding the Family and Medical Leave Act (FMLA), please contact the District Payroll Benefits Specialist on extension 6102.

Timeframe for improvement

I appreciate your willingness to work on this issue and will continue to monitor your attendance in the coming months. If there is any assistance that I can provide, please do not hesitate to let me know.

You are a valued team member, and I appreciate your willingness to correct this situation. Please note that this letter is not to be construed as disciplinary in nature, but rather a **Letter of Concern.**

Sincerely,

Name of Administrator, Position

cc: Employee, Principal/Administrator, Director of Human Resources

Employee signature acknowledging receipt of this letter: _____

**DIXIE DISTRICT SCHOOLS
NOTIFICATION OF CONFERENCE – PROGRESSIVE DISCIPLINE STEPS 1-3**

Date

Name
School

Dear _____:

Please plan to attend a conference in my office on Wednesday, March 12, 2023 at 10:30 a.m. to discuss _____. (MUST GIVE TWO DAYS NOTICE)

Per the Collective Bargaining Agreement, “employees shall have the right to be accompanied at the conference by up to two (2) representatives and shall be informed of this right.”

Sincerely,

Name of Administrator, Position

cc: Director of Human Resources

**DIXIE DISTRICT SCHOOLS
PROGRESSIVE DISCIPLINE – STEP 1
CONFERENCE WITH VERBAL WARNING**

Date: _____ Time: _____

Employee: _____

Position/Classification: _____

Location/Department: _____

Contract Status: _____

Topic of Conference (category): _____

Those present during conference: _____

The following is a record of a verbal warning that was issued to the above-named employee.

Comments:

Principal/Administrator's Signature

Date

Witness Signature (Administrator)

Date

cc: Principal/Administrator, Director of Human Resources

**DIXIE DISTRICT SCHOOLS
PROGRESSIVE DISCIPLINE – STEP 2
CONFERENCE WITH WRITTEN CONFIRMATION**

Date: _____ Time: _____

Employee: _____

Position/Classification: _____

Location/Department: _____

Contract Status: _____

Topic of Conference (category): _____

Those present during conference: _____

Areas Discussed:
Suggestions:
Sources of assistance suggested by supervisor:
Performance will be reviewed on:

NOTE: Employee comments/rebuttal should be attached.
Employee signature does not indicate agreement with this form.

Principal/Administrator Signature

Employee Signature

Witness Signature (Administrator)

cc Employee, Principal/Administrator, Director of Human Resources

**DIXIE DISTRICT SCHOOLS
PROGRESSIVE DISCIPLINE – STEP 3
CONFERENCE WITH WRITTEN REPRIMAND**

Date: _____

Time: _____

Employee: _____

Position/Classification: _____

Location/Department: _____

Contract Status: _____

Topic of Conference (category): _____

Those present during conference: _____

Be advised by way of this record of reprimand, your performance is currently less than satisfactory. Deficiencies are outlined below.

Explanation of deficiencies:
Suggestions for corrections:
Assistance to correct deficiency:
Time for deficiencies to be corrected:
Performance will be reviewed on:

Failure or refusal to correct the above-listed deficiencies within the time frame provided will result in further disciplinary action up to and including termination of employment.

NOTE: Employee comments/rebuttal should be attached.

Employee signature does not indicate agreement with this form.

Principal/Administrator Signature

Employee Signature

Witness Signature (Administrator)

cc Employee, Principal/Administrator, Director of Human Resources