SAMPLE LETTER OF REPRIMAND - EXCESSIVE ABSENCES

Letter to File - on School Letterhead Stationery

TO: Teacher's Name

FROM: Principal's Name

SUBJECT: Continuing Concern about Excessive Use of Leave

This letter is to summarize the conference held with you and your representative on October 4, 2012, dealing with your continuing use of sick leave. As I outlined in the conference, this is a continuing pattern that is troubling to me, especially since your absences are accumulating so early in the school year. You were given 10 sick and personal days at the start of school on September 7, 2012, and to date, you have used seven of those days. In the conference, we also discussed a similar pattern of absenteeism that occurred last year (2011) with conferences in December, 2010, and February, 2011, and summary letters that were provided to you and submitted to your file.

State the purpose of the letter

Provide specifics – as many as possible

At the start of this school year, you called in sick for three days in the second week of school (September 12, 13, and 14). On one of those days - September 12 - we were unable to secure a substitute teacher in a timely manner as your call was made only seven minutes before the start of school. In addition, there were no lesson plans left for the substitute teacher who was assigned for September 13 and 14. I am deeply concerned that your excessive use of leave, similar to last year, has begun so early in the school year.

During our conference, you stated that you are caring for a sick relative and that you anticipate using more leave in the near future. While I sympathize with your situation, I want to be very clear that I will not approve additional leave without pay beyond your remaining sick leave (currently three days). I strongly urge you to consider alternative ways to remedy this situation as further absences are damaging to your students and to your work. You may wish to consult with Human Resources to determine whether you qualify for a long-term. I trust that you will address this situation immediately and that you will be able to meet your contractual obligations.

Give teacher’s response – if relevant

Outline future consequ-ences if pattern doesn’t improve

I am very hopeful that your attendance will improve and that disciplinary action will not be necessary beyond this letter of concern. If there is any part of this letter that needs clarification or you have further questions

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Principal's Signature and Date

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Teacher's Signature and Date

Copy to Teacher's File

SAMPLE LETTER OF REPRIMAND - INTERACTION WITH A STUDENT

Letter to File - on School Letterhead Stationery

TO: Teacher's Name

FROM: Principal's Name

SUBJECT: Continuing Concern about Interaction with a Student

State the purpose of the letter

This letter is to summarize the conference held with you and your representative on October 4, 2012, regarding an incident that occurred on October 2, 2012. The incident involved Jeremy Doe, a student here at Monroe Middle School.

As I recounted in the conference, you were in the hallway outside your classroom when Jeremy tried to enter prior to class. You told him he could not enter because he was not in that class. Jeremy told you that he had left a notebook in the classroom earlier in the day and wished to retrieve it. You told him again that he was not allowed in the classroom. At that point, Jeremy began to walk towards the open classroom door. You grabbed the door and pressed it against him, trapping him between the doorjamb and the classroom. Jeremy yelled, "stop," and you released the door. Several students and another teacher were in the hallway and observed the incident.

Provide specifics – as many as possible

Give teacher’s response – if relevant

During our conference, you admitted that the incident occurred as I have described it above. You stated that you were frustrated that Jeremy did not obey you initially and that you wanted to "teach him a lesson." You also stated that Jeremy was disobedient during the incident.

I have a number of concerns regarding the way this interaction with a student was handled by you. First, I still am unclear why a student who needed to retrieve a notebook was not given the chance to do so when it would have taken him only a minute to enter and leave your room. He would not have disturbed any other students as none were in the room at the time. Second, despite Jeremy's disobedience, force should never be used by a teacher against a student unless that student is endangering himself or others. Jeremy’s behavior did not fall into this category and you should not have used force against him. The student or you could have been injured more seriously and you are fully aware that our corporal punishment regulations protect students against such a use of force.

Provide more formal feedback

Outline future consequ-ences if pattern doesn’t improve

Jeremy's parents have requested a meeting with me and I will schedule it at a time when you can join us for an explanation. In addition, I am providing you with a warning that unwarranted use of physical force against students can result in further disciplinary action, up to and including a recommendation for termination of employment. If there is any part of this letter that needs clarification or you have further questions regarding my concerns, please let me know immediately.

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Principal's Signature and Date Teacher's Signature and Date

Copy to Teacher's File

SAMPLE LETTER OF CONCERN - MEETING DEADLINES

Letter to File - on School Letterhead Stationery

TO: Teacher's Name

FROM: Principal's Name

SUBJECT: Continuing Concern about Missing Deadlines

State the purpose of the letter

This letter is to summarize the conference held with you and your representative on January 31, 2012, regarding the need to meet deadlines.

As you are aware, grades and completed gradebooks are due at the end of each nine-week grading period, with final grades due June 2. The Teacher's Handbook and notifications from the Principal's office clearly outlined the dates your grades were due. On November 9 and again on January 27, you failed to submit your grades in a timely manner. Mr. Jones, the Assistant Principal, put several notes in your mailbox November 10 and 11, yet you still failed to submit your grades. You finally submitted them on November 16, a full week late. Mr. Jones had to follow up with you yet again on January 27. Despite several warnings, you have not yet to date submitted your grades.

Provide specifics – as many as possible

Give teacher’s response – if relevant

During our conference, you apologized and said that you had a number of personal issues that did not allow you to fulfill your responsibilities. I understand that, from time to time, personal issues may impact the quality of a teacher's work, however, in this case, it is the second time you have neglected your duties. The impact on your students is significant and causes both anxiety and concern for both students and their parents.

I continue to be deeply concerned about your willingness to meet required deadlines so that students may understand how they are progressing in your class. I know you are aware of these deadlines and you must structure your priorities to ensure your students receive their grades when the rest of the school does. If these delays occur in the future, I will recommend further disciplinary action. If there is any part of this letter that needs clarification or you have further questions regarding my concerns, please let me know immediately. Mr. Jones is available to provide more clarity to future deadlines if you need any further information.

Outline future consequ-ences if pattern doesn’t improve

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Principal's Signature and Date

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Teacher's Signature and Date

Copy to Teacher's File

SAMPLE LETTER OF REPRIMAND - INSUBORDINATION

Letter to File - on School Letterhead Stationery

TO: Teacher's Name

FROM: Principal's Name

SUBJECT: Insubordination

State the purpose of the letter

This letter is to summarize the conference held with you and your representative on November 2, 2012, regarding your unwillingness to follow a directive.

We have met previously on October 23, 2012, October 1, 2012, and September 20, 2012. In all of those conferences, we discussed the requirement that teachers step outside their classroom doors between classes in order to monitor student behavior and ensure student safety. This is a new requirement as of this school year, recommended by a teacher committee to improve student behavior in the building.

Provide specifics – as many as possible

Since the implementation of this new strategy, you have refused to come out of your classroom

Give teacher’s response – if relevant

between classes. You have given the excuse that you have papers to grade between your

classes and need every minute of time to do your own work. You have also stated that you do not believe it is your responsibility as a teacher to monitor student behavior if the students are not specifically assigned to your classes.

I regret that you continue to take this position. Your colleagues believe that a common goal

Reiterate your position

of sharing responsibility for all our students will result in improved student behavior. If the adult presence before, during, and after school is visible and consistent, I am convinced we will see dramatic improvement.

In my last meeting with you, I once again directed you to step outside your classroom between class periods and to monitor student behavior during those times. Your unwillingness to do so is insubordinate behavior. If I do not see immediate improvement, I will recommend further disciplinary action that could result in serious consequences for your employment.

Outline future consequ-ences if pattern doesn’t improve

If there is any part of this letter that needs clarification or you have further questions regarding my directive, please let me know immediately.

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Principal's Signature and Date

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Teacher's Signature and Date

Copy to Teacher's File

SAMPLE LETTER OF REPRIMAND - LATENESS

Letter to File - on School Letterhead Stationery

TO: Teacher's Name

FROM: Principal's Name

SUBJECT: Continuing Concern about Arriving Late to School

State the purpose of the letter

This letter is to summarize the conference held with you and your representative on October 4, 2012, regarding your continued late arrival to school and to your assignment. We also discussed a similar pattern of lateness that occurred last year (2011) with conferences in April and May 2011, with letters of concern that were provided to you and submitted to your file.

Provide specifics – as many as possible

On September 20, 2012, at 8:27 a.m. and again on October 1, 2012, at 8:22 a.m., Ms. Lopez, the Assistant Principal, heard noise in the hall coming from your classroom. She entered the classroom on both occasions to find students present, but you were not. The reporting time for teachers is 8:10 a.m., a half-hour prior to the start of the school day. Students may arrive any time prior to 8:40 and will often go to their first period classroom. Ms. Lopez remained in your room on both occasions to ensure students were properly supervised and was in the room when you arrived. On September 20, you arrived at 8:41 a.m., and on October 1, you arrived at 8:50 a.m.

During our conference, you stated that you have been late because you are taking your children to their day care facilities. You indicated you could not account for traffic delays. I want to be very clear that it is imperative that you do not neglect your professional obligations to attend to routine personal responsibilities.

Give teacher’s response – if relevant

I am deeply concerned at this pattern of lateness developing early in the school year and mirroring a similar issue you experienced at the end of last year. Not only is a lack of supervision a danger to student safety, but your late arrivals cheat your students out of valuable instructional time. In addition, Ms. Lopez had to delay her duties and responsibilities to ensure your students were supervised.

Reiterate your position

Outline future consequ-ences if pattern doesn’t improve

I trust that you will address this situation immediately and that I you will be able to meet your

contractual obligations to report daily at 8:10 a.m. If there are further incidents of lateness, I will recommend further disciplinary action that may impact your employment. If there is any part of this letter that needs clarification or you have further questions regarding my concerns, please let me know immediately.

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Principal's Signature and Date

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Teacher's Signature and Date

Copy to Teacher's File

SAMPLE LETTER OF REPRIMAND - FALLING ASLEEP DURING CLASS

Letter to File - on School Letterhead Stationery

TO: Teacher's Name

FROM: Principal's Name

SUBJECT: Continuing Concern about Classroom Time

State the purpose of the letter

This letter is to summarize the conference held with you and your representative on October 10, 2012, regarding an incident that occurred in your classroom on October 6.

Ms. Lopez, the Assistant Principal, passed by your classroom during third period and heard

Provide specifics – as many as possible

significant noise coming from the students. She entered the classroom and saw students wandering about, chatting, and unengaged. She turned to find you at your desk with your head down, presumably asleep. You were unaware that the students were raucous and unsupervised. She woke you and asked if you were alright. You indicated that you were. She stayed for the remainder of the class to ensure students were attentive and that you were fully involved with the instructional time remaining.

Give teacher’s response – if relevant

During our conference, you apologized for this incident and said that you had not been feeling

well. You indicated that you had taken prescribed medicine that made you drowsy. I reiterated

to you that if you are not well enough to perform your duties, you must take sick leave, as it is

a danger to students to be unsupervised and it is a loss of instructional time that they cannot

make up. A similar incident occurred last spring (April 2012) and you and your representative met with me to discuss your falling asleep in class.

I trust that you will address this situation immediately and that incidents of this nature will not happen again in the future. If another incident of this nature occurs in the future, I will recommend further disciplinary action. If there is any part of this letter that needs clarification or you have further questions regarding my concerns, please let me know immediately.

Outline future consequ-ences if pattern doesn’t improve

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Principal's Signature and Date

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Teacher's Signature and Date

Copy to Teacher's File