**Memo**

**Date:**

**To:**

**From:**

**CC: Personnel file**

**RE: LETTER OF REPRIMAND**

This letter of reprimand is being issued according to Governing Board Policy GCQF. A summary of the process and related detail are outlined in this document.

# Details of the Incident Resulting in Discipline

On April 5, 2015, I was informed by a parent of an incident which occurred on the evening of April 3, 2015. The parent told me you left the students unattended while they were participating in a soccer match at a neighboring school. Her son was injured during the game and you were not available. The opposing coach called 911 and called the parent at home to apprise her of the situation.

On the afternoon of April 8, 2015, you met with me to discuss the incident. You said you left to pick up your son and were planning to be gone for only 15 minutes. Due to traffic, you anticipated you were gone 25 minutes. You left the volunteer coach in charge during your absence.

# Notice of Intent to Impose Discipline

In a memo dated April 9, 2015, I informed you of my intent to impose discipline due to your failure to provide adequate supervision to students. Attached is a copy of the memo which cites applicable policy violations and the type of discipline to be imposed. The memo also notices you of a hearing to discuss the intent to impose discipline.

# Hearing

On April 12, 2015, you met with me to discuss the conduct that warrants discipline. You did not refute the facts as outlined above. You said you understood your responsibility to provide onsite supervision to the students. You did not believe that discipline was merited due to your past performance.

# Decision

Based upon the information gathered, this letter of reprimand will be placed in your personnel file along with copies of all relevant documentation. The disciplinary action (letter of reprimand) will take place on April 22, 2015, unless you file a written request for appeal within five (5) working days after the decision is delivered to you. If you request an appeal, the discipline will be suspended pending the outcome of the appeal.

# Directives for Future Conduct

In the future you are directed to ensure adequate, close proximity supervision of your students at all times.

* Students should be supervised an approved, District employee at all times. You should never leave students unsupervised.
* If you have an emergency, you should call your site administrator for assistance.
* Safety and supervision of students are a priority. You should exercise good judgment and caution when making decisions related to these areas.

Any future violations may result in further discipline, up to and including, dismissal.

Attachments:

 Notice of informal hearing

 Copies of pertinent policies

I have received a copy of this Letter of Reprimand and understand my right to appeal.

Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_