**Memo**

**Date:**

**To:**

**From:**

**CC: Personnel file**

**RE: NOTICe TO IMPOSE disciplinE**

The purpose of this memo is to inform you of my intent to impose discipline as a result of your actions. The discipline will be issued according to Governing Board Policy GCQF.

# Details of the Incident Resulting in Discipline

*Include details and negative impact on school district – sample below*

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 also 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.

Your actions failed to meet the contractual and professional expectations of a certified teacher. Students were left without appropriate and adequate supervision. The risk for harm to the students and liability to the District were increased due to your actions.

# Notice of Intent to Impose Discipline

The policy allows discipline ranging from a letter of reprimand to suspension with or without pay. It is my intent to recommend a letter of reprimand.

# Hearing

On (date – within 10 working days of receipt of notice to impose discipline), I have scheduled a hearing regarding the recommended discipline. If you have additional information to consider, or questions about the process, please plan to share at this time. A final recommendation will be presented to you either at the hearing or within 10 working days following the hearing.

Attachments:

Copies of pertinent policies