CATHOLIC DIOCESE OF DALLAS

Corrective Action Notice

Date:

○ Verbal (Oral Directive) ◉ Written ○ Final Written

Employee name:	Location Name:	Department:
Job Title:	Date of Hire:	Supervisor:

Observation(s): Event or incident and supporting details.

On [DATE], concerns were reported regarding student behavior within your classroom, including [specific examples]. On [DATE], you met with [Administrator] and received coaching regarding classroom management strategies, behavior documentation, and parent communication expectations. During a classroom observation on [DATE], student behaviors again interfered with the class learning from [specific examples]. Despite earlier coaching, classroom management interventions were not consistently implemented and behavior concerns were not consistently documented according to expectations. The observed behaviors disrupted instruction in your classroom and distracted nearby classes. Consistent classroom management is an essential responsibility of instructional staff and is necessary to maintain a safe, orderly, and effective learning environment.

Policy Violation(s): Insert Number/Name of policy infraction(s).

CSO Policy 5171 Catholic School Discipline:The professional staff has the responsibility of implementing consistent patterns of disciplinary procedure. A teacher must have the ability to: a) Carry out work effectively, b) Use stimulating teaching resources, c) Generate enthusiasm for learning, d) Enforce rules that are fair, e) Motivate students to respect academic achievement, f) Encourage good citizenship, g) Manifest a sincere interest in the welfare of each student are all factors that help to create an atmosphere that is conducive to good citizenship and optimum learning.

Plan for Improvement: How the employee and supervisor will act to improve the situation and adhere to standards.

Employee will consistently: communicate classroom behavior expectations; address student misconduct promptly; document significant behavior concerns in RenWeb; communicate recurring misbehaviors to parents; implement administrator-approved classroom management strategies (see 11.3.26 email); seek assistance when behaviors exceed teacher-level interventions. Principal will conduct periodic, random class observations on student behaviors at least once, monthly. This feedback and coaching will be provided to [employee].

Please note: Corrective Action indicates that improvement must begin immediately and must be maintained. Failure to improve may result in progressive corrective action, up to and including termination. Follow-up date: (if applicable) _____

As your Manager, I am available to discuss any issues or concerns you may have as a result of this occurrence. Your signature acknowledges this discussion. It does not indicate agreement or disagreement with this plan.

Employee: _____ Date: _____

Manager: _____ Date: _____