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], the Principal instructed all teachers to follow the established Grades Calendar process and provided guidance regarding assessment scheduling expectations. On [DATE], you administered [NUMBER] assessments that had not been entered on the Grades Calendar as required. Following that occurrence, the Principal reviewed the procedure with you and reminded you of the expectation. On [DATES], additional assessments were proposed or scheduled without being entered on the Grades Calendar. The process was reviewed with you again and expectations were clarified. On [DATE], another assessment was administered without prior calendar entry. As a result, the assessment was not reflected in scheduled parent communications and the established planning process was not followed. Despite previous coaching and reminders, compliance with the Grades Calendar procedure did not occur consistently.

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

CSO Policy 4501 Code of Conduct: If an individual's behavior interferes with the orderly and efficient operation of the school or reflects negatively on the school or the Diocese of Dallas or the Catholic Church, corrective disciplinary actions will be implemented up to and including termination.

Position Expectations & Requirements: Employees are expected to follow instructions and complete assigned responsibilities accurately, timely, and as directed. Failure to consistently meet these requirements constitutes a failure to meet the established expectations of the position.

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

[Employee] will follow the 'Grades Calendar' best practices. All assessments, projects, papers, quizzes, and tests will be uploaded to the 'Grades Calendar' at least two (2) Fridays before the assignment due date (e.g. test due Mar. 27, on grade calendar before Mar. 13). By COB Friday, all upcoming assessments fall within the required planning period must be accurately reflected in the Grades Calendar. If you need to make changes to the calendar after the due date, you will contact the AP for assistance. Failure to use the grade calendar, contact the AP, or follow these best practices will be treated as a violation of policy and failure to follow instructions.

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: _____