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 reviewed grading expectations with all instructional staff. On [DATE], a gradebook review determined that your class was missing approximately [NUMBER] weekly grades, [NUMBER] quizzes, and [NUMBER] tests based on current grading-period expectations. The principal reviewed those deficiencies with you and reminded you of grading requirements. On [DATES], concerns were raised regarding delayed grade feedback. A subsequent review confirmed multiple assignments remained ungraded for longer than the school's established grading timeframe. On [DATE], report card grades were not submitted by the required deadline and required comments for failing students were incomplete or missing. These deficiencies resulted in delays in communicating student progress to parents and did not meet the school's grading and reporting expectations.

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.

CSO Policy 5132 Report to Parents: Schools have the obligation to report student progress to the parents of each child through a regular and established procedure at the end of each academic grading period.

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

[Employee] will follow the grading best practices to include: # grades per week, # quizzes per grading period, # test per grading period, # of major/project grades per grading period. [Employee] will submit all reporting period grades three (3) days before standard due dates for a preliminary review. [Employee] will submit comments for failing grades with sufficient explanation, and have supporting documentation / communication references available. Failure to complete grade best practices or make deadlines 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: _____