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], during classroom instruction, you used the following language (or presented the following material): [FACTUAL DESCRIPTION]. After the incident, administration was not notified by you. The school subsequently became aware of the matter through concerns reported by parents and students. The conduct is inconsistent with the expectations established for Catholic School Employees, negatively reflects upon the school, and is contrary to our principles as Catholic educators. Your failure to promptly report the incident, prevented school administration from responding appropriately and communicating with families in a timely and accurate manner.

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

CSO Policy 4101 Standards for Catholic School Employees: Employees therefore are expected to conduct themselves in word, action, and example in a manner consistent with the ... teaching of the Church. School employees shall not ... damage the public image of the school. ...shall refrain from any actions, ... that could be ... cause scandal ... to the school.

CSO Policy 4501 Code of Conduct: treat all people, including students, with respect and conduct oneself in an ethical manner consistent with the teachings and principles of the Church.

[Local School Handbook] Classroom Conduct: If a difficulty arises in a class with a student, please inform the Principal BEFORE leaving campus.

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

You will maintain professional and age-appropriate classroom language; utilize only approved instructional material; promptly report incidents involving questionable content or classroom mistakes; consult administration before presenting potentially sensitive materials; participate in bi-weekly lesson-plan reviews with the principal beginning [DATE] to review lesson plans and class materials prior to instruction. Your conduct will be consistent with all policies to include the Code of Conduct and the Standards for Catholic School Employees.

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: _____