

Written Reprimand

November 4, 2002

To: Ms. Jane Happ
From: Florence Brook, Principal
RE: Classroom Management

We have met to discuss your classroom management and instructional techniques on several occasions: September 10, 17, 26, and October 3, 10 and 14. Each time, I have stated my expectations and have requested that you:

1. Ensure that students are seated at their desks for direct instruction;
2. Be present in the classroom at the beginning of class and during the time that students are in your classroom;
3. That you make sure that students are attentive before you begin instruction;
4. That you hand in your plan book at the beginning of each week.

Please be advised that, beginning on November 6, I will expect to see progress in implementing these directives.

Failure to do so will result in a formal warning, and subsequent failure may result in your termination or nonrenewal due to your failure to comply with your contractual obligations.

Please sign below to acknowledge receipt of this memorandum and keep one copy for reference.

Signature of Teacher _____ Date _____

Informal Documentation

Tuesday, September 10, 2002

Met with Ms. Happ today. I am very concerned about the constant disruption in her classroom. She attributes the problem to one particular student. We discussed the options for correcting his behavior/

We will meet again next Tuesday, Sept. 17 to check progress.

Tuesday, September 17, 2002

Ms. Happ and I agreed to meet with JS's parents on Thursday. He has not responded to her efforts to settle him. I am also concerned with Ms. Happ's frequent absences from the classroom. She says this will stop.

Thursday, September 19, 2002

JS's parent have decided to place him in a special program in a public school.

I am hoping that Ms. Happ can regain control of her classroom. I am planning an informal visit on Wednesday and hope to see progress.

Wednesday, September 25, 2002

Visited Ms. Happ's class today. She was late for the class and her excuse was that she had forgotten to run off some worksheets. I saw very little progress in classroom control. I am going to schedule a conference with her. I will also suggest that she observe Mrs. Hope, who has excellent management skills.

Thursday, September 26, 2002

Met with Ms. Happ. She feels she can gain control of the class. I just hope it's not too late. I will meet with her on Thursday, October 3, and will be in and out of her room all week.

Wednesday, October 2, 2002

NO PROGRESS! Conference tomorrow with Ms. Happ for purpose of oral reprimand.