**WRITTEN REPRIMAND & DIRECTIVE**

[Insert School Letterhead]

[Date]

VIA: Personal Delivery

[Name of Employee]

[Street Address]

[City, State, Zip]

**RE: Letter of Reprimand and Directive**

Dear [Name]:

This letter is a follow-up to our meeting with you on Friday, [Date]. That meeting was held in a response to certain allegations concerning your conduct that were received from interviews with students and their parents. The issues raised are of serious concern to the District. They involve the following laws, policies and a memo from the Director of Secondary Education, dated [Date] to which you are subjected. Copies of the memo, the act and the policies are attached for your benefit. This is to be considered a formal letter of reprimand with directives.

The issues that were identified are:

1. Your conduct as it relates to the Utah Family Educational Rights and Privacy Act, (Utah Code Ann., Section 53E-9-202 and 203). You responded in the affirmative to the allegations that you had become involved in discussing and providing information regarding the private marital lives of yourself and one of your student's parents with students. This is in direct violation of the act.

2. Your conduct as it relates to at least three areas discussed in the "Professional Ethics for Teachers" pamphlet published by the Utah Professional Practices Advisory Commission. These areas are:

(1) "Your language should be a model for students. Do not use profanity, vulgarity, or slang in front of your students. We are judged by what we speak."

(2) "Use caution in the ways you touch your students. This is an area that oftentimes can erupt into a major issue. Touching students may lead to unexpected situations. Use caution! Acceptable ways of showing affection and warmth are by using praise, rewards and smiles."

(3) "Keep 'confidential' information on students confidential! Do not discuss personal information about students with other students, parents or even teachers that are not involved in a 'team solution' process. Disclosure of information to persons who do not have both a right and a need to know is a violation of the law. Respect your students; and they will respect you."

There were allegations concerning improper sexual content in conversations with students such as, a question you asked female students, "Is it because I have something between my legs that you guys don't?" Also, you used the word, "bullshit" and other inappropriate language with students and spoke to them in angry and inappropriate ways.

There have been many occasions where you have been alone with female students after school and in a variety of situations, such as in the Gym and in your vehicle while you were taking them home.

There have been a number of occasions when you have hugged and otherwise touched female students. You have shared personal information inappropriate ways.

3. Your conduct as it relates to Nebo School District Policy, GBHA, "Scope of Employment". You have, on many occasions either been at student's homes in inappropriate situations, or inappropriately invited students to your home or other places in violation of the policy.

4. Your conduct as it relates to the Nebo School District Policy, GBEB, "Sexual Harassment". Several allegations may be considered to be forms of sexual harassment by the District. Sexual harassment is defined in Nebo Board Policy File GBEB as: "Sexual harassment is defined in Nebo Board Policy File #GBEBB as: “Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following: 4.5.1 District employee conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct (quid pro quo); 4.5.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal access to the District’s education program or activity.

5. Your conduct as it relates to the memo from the Director of Secondary Education, dated [Date]. You have not avoided the appearance of impropriety with individual students. You have not been careful enough about touching female students. You have not kept appropriate professional distance. You have not modeled proper language.

After investigating, the following direction is being given to you:

1. You are being placed on probation for one calendar year from the date of this letter.

2. You are to abide by all the policies of the District, particularly those listed above and by the memo from the Director of Secondary Education dated [Date].

3. You are to teach your classes and interact with students in a professional and caring manner, but maintaining a professional distance from them.

4. You are not to take any of your students home from school alone in your vehicle or any other vehicle.

5. If there is some legitimate reason for you to meet with students regarding school business off campus and after school, you are to obtain written approval from the principal to do so.

6. You are never to use inappropriate language of a sexual nature to students, even in a joking or teasing manner. You are also never to use inappropriate language around students, such as profanity or vulgarity.

7. You are not to touch students in any way which will make them uncomfortable to be around you or in any way which might be interpreted by them as being of a sexual nature.

8. You are not to ask students about, or discuss with them private issues about either themselves or their families as in enumerated in the "Utah Family Rights and Privacy Act" (copy enclosed).

9. You are directed to abide by the "confidentiality" and "reprisals" sections of the District Sexual Harassment Policy.

10. If it is determined that related incidents occur in the future or that breaches of confidentiality or retaliatory action are taken by you against any person participating in bringing these allegations or their investigation, you may be subject to severe disciplinary action up to and including termination of employment.

The following assistance is provided to you:

1. If you have questions you need answers to, or clarifications to policies, you may either see the principal, the Director of Secondary Education or the Director of Human Resources. We would be happy to speak with you and assist you in any way we can. It is our desire to see you succeed in your profession.

2. You are directed to seek counseling from the District Employee Assistance Program available to you through Blomquist and Hale Consulting Group. The phone number at their Orem office is 801-225-9222 and their Salt Lake number is 801-262-9619.

Your conduct has put you in jeopardy of having your employment terminated with Nebo School District. By this reprimand we give you an opportunity to correct this behavior. Please let us know if we can be of assistance. Should this behavior persist, further disciplinary action will occur, including, but not limited to termination of employment. Should you have any questions concerning your rights as an employee, please consult the Nebo School District Certified Employees Agreement Book and applicable district policies.

Sincerely,

[SCHOOL NAME]

[Principal Name]

Principal

Enc.

cc: District Personnel File

My signature below acknowledges that I have received a copy of this letter on the date indicated. My acknowledgement of receipt of this letter is not to be construed that I agree with all of the content contained therein. I further acknowledge that I have the right and opportunity, if I so desire, to prepare a written response to this letter which shall be attached hereto and placed in my personnel file.

 [Employee Name] Date