**WRITTEN WARNING & DIRECTIVE**

[Insert School Letterhead]

[Date]

**VIA: Personal Delivery**

[Name of Employee]

[Street Address]

[City, State, Zip]

**RE: Letter of Warning and Directive**

Dear [Name]:

This letter is to summarize and make a matter of record our meeting on [Date]. It is to be considered a formal written warning and includes directives you will be expected to follow. During the meeting we discussed the following:

* Before the bell rang on Friday, [Date], you excused your class stating that you were leaving for lunch. At 10:45 a.m. some of your students went to another teacher’s classroom asking if they could come in and join their class. When the teacher asked where they were supposed to be, they indicated that you told them to leave because you were going to lunch. You were also seen leaving the parking lot before the lunch bell. This is not acceptable behavior for any teacher placed in the care and instruction of students in the classroom.

The following direction is being given to you:

* From this time forward, you are expected to teach from bell to bell and supervise the students placed in your classes. You are not to excuse students early and then leave campus.
* If you have a need to leave campus during your contracted time for any reason, you must check out though the office.
* If you have questions regarding procedure or policy, you are encouraged to ask me for clarification and advice.

By this warning, I am giving you an opportunity to correct these deficiencies. Failure to make these corrections and follow the direction given could lead to further discipline up to and including termination.

Sincerely,

[SCHOOL NAME]

[Principal Name]

Principal

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