

Separation

Notice of Deficiency: Permanent Teacher

January 6, 1998

John Doe
000 Bluebird Lane
Harmony, MO 63007

Dear Mr. Doe:

This letter will serve as formal notice of deficiency pursuant to Section 168.116 RSMo., which, if not removed by June 1, 1998, may result in charges being filed against you. While the length of the probationary period is approximately five (5) months, failure to comply with the terms of this probation may result in charges being filed prior to the end of that period.

In spite of the efforts of District administrators, deficiencies in your performance remain. Suggestions and directives have been given to you by District administrators to assist in the improvement of your performance. However, to date significant improvement has not occurred.

Accordingly, this letter will constitute a statutory warning that if satisfactory improvement is not made by June 1, 1998, formal charges will be brought against you and your employment may be terminated for incompetency, inefficiency, and insubordination.

Areas of performance deficiency include the following:

1. Discipline

- a. Failure to maintain classroom control.
- b. Failure to consistently enforce classroom discipline rules.
- c. Failure to correct improper student conduct.
- d. Failure to correct off-task behavior.

2. Instruction

- a. Failure to individualize instruction to meet student needs.
- b. Failure to motivate students to participate in instructional activities.
- c. Failure to maintain students in on-task behaviors.
- d. Failure to fully utilize instructional time.
- e. Failure to adequately prepare for instructional activities.

3. Student relationships

- a. Failure to communicate behavioral expectations.
- b. Failure to communicate with students in a positive manner.
- c. Failure to communicate with parents/guardians in a timely manner concerning student learning problems.

You are hereby directed to comply with all directives, verbal and written, of the Harmony School District administrators. Moreover, you are directed to conform your behavior to District and Board policies and to State law. You are further directed to refrain from the use of insulting and demeaning names and to refrain from intimidating students during instructional activities.

If satisfactory improvement is not made, I will recommend your termination to the Harmony Board of Education. Mr. Pensoil has been assigned to work with you during the pendency of this probationary period to assist in the resolution of these matters. You are to meet with Mr. Pensoil and myself on January 10, 1998 at 4:00 p.m. to review these matters.

Sincerely,
Dr. Harry Hopeful
Superintendent