



Employee's Name:	Job Title:
Employee ID #:	Administrator Issuing Action:
Date of Warning/Discipline Action:	Date of Occurrence:
<p><u>Violation Observed:</u></p> <p><input type="checkbox"/> Employee observed using cell phone for personal reasons during work hours.</p> <p><input type="checkbox"/> Employee observed not abiding by published Daily Schedule without notifying Administration.</p> <p><input type="checkbox"/> Employee observed chatting with door open between classrooms.</p> <p><input type="checkbox"/> Verified complaint received from Parent regarding inappropriate verbal comment(s) to student by employee.</p> <p><input type="checkbox"/> Employee observed in the hallway or other outdoor areas without directly supervising students.</p> <p><input type="checkbox"/> Employee observed leaving school grounds during works hours without Administration approval.</p> <p><input type="checkbox"/> Employee leaving children unattended/ unsupervised.</p> <p><input type="checkbox"/> Employee observed using computer/iPad for personal use.</p> <p><input type="checkbox"/> Employee not abiding by uniform rules and/or School Policies as stated in Handbook.</p> <p><input type="checkbox"/> Employee truancy. Late arrivals:_____ Excessive absences: Monday/Friday absences:</p> <p><input type="checkbox"/> Other Rule or Policy violation and/or comments:_____</p>	
<p><u>Disciplinary Action:</u></p> <p><input type="checkbox"/> Oral Reprimand. <input type="checkbox"/> Written Warning or Reprimand <input type="checkbox"/> Sent Home without pay</p> <p><input type="checkbox"/> Suspension without pay_____ day (s). <input type="checkbox"/> Administrative Leave with pay <input type="checkbox"/> Second / Third Warning</p> <p><input type="checkbox"/> Recommendation for Termination</p> <p>_____</p> <p>Corrective Actions/Timeframe: _____</p>	
<p><input type="checkbox"/> I have read this Warning and understand its contents.</p> <p><input type="checkbox"/> Employee refused to sign this form and all attached documentation.</p> <p>Employee's Signature:_____</p> <p>Administrator's Signature:_____</p> <p>Witness's Signature:_____</p>	