

**PLAN FOR IMPROVEMENT**

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

RE: Employment Status

DATE: \_\_\_\_\_

*This is your written admonishment and notice of deficiency in the areas listed below. Failure to correct these deficiencies will result in a recommendation for your suspension, demotion, non-reemployment, or termination.*

In the event you make corrections upon receiving this plan of improvement and then later become deficient in the same or related area(s), you will not receive another plan of improvement. Termination, suspension, demotion or nonrenewal proceedings will be initiated by the administration at that time.

Specific inadequacies are listed below: (list cause for probationary teacher, statutory grounds for career teacher with specific examples, dates, etc.)

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**PLAN FOR IMPROVEMENT (Cont.)**

The following suggestions are given with regard to improving your performance:

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**Improvement Plan Time Lines for the \_\_\_\_\_ school year  
and any possible future contracted years of employment.**

You are given a time period not to exceed 60 days as a reasonable time for improvement in the above-mentioned areas. In reviewing performance, your supervisor will take into consideration the nature and gravity of the performance of all the duties for which contracted during the present school year. Your immediate supervisor and/or the superintendent will make reasonable efforts to assist you in correcting all areas of deficiencies mentioned in this plan.

Your progress and compliance with this plan will be monitored by \_\_\_\_\_ every week for a period of time not to exceed \_\_\_ hour. You and \_\_\_\_\_ will meet every two weeks to review the progress or non-progress in the deficiencies and \_\_\_\_\_ will assist you in trying to correct deficiency problems. The responsibility of scheduling these meetings rests with you. Further, if you are unclear about how to improve in any of the above areas of difficulty, you must ask for clarification and for ideas on how to improve.

Further examples of the above deficiency and documentation may be provided to you upon request. The examples listed above shall in no way limit the district's ability to produce evidence of additional examples of deficiency at any hearing or adjudication concerning your non-renewal or dismissal. This Plan for Improvement may be amended or extended.

**Failure to improve in a listed area of deficiency will be cause for recommending dismissal or non-renewal of your employment.**

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

I hereby acknowledge receipt of a copy of my plan of improvement on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. Signing this does not reflect acknowledgment, agreement, or approval of any of the aforementioned behavior addressed in this plan of improvement. My signature merely reflects that I have received a copy of the plan of improvement.

\_\_\_\_\_  
*Teacher's signature*

**Adopted:**            **November 10, 2003, as policy P-131**