INCIDENTS

ALLEGATIONS

From students, parents, staff, etc...

INVESTIGATION

Who, what, where... Have witnesses provide written statements with specifics. Ask clarifying questions (not leading). Date and Signature must be included on all witness statements. Evidence may include: videos, surveillance cameras, cell phones, nurses report, incident reports, emails, photographs, physical evidence (ruler, pointer, rope, etc...).

CONFERENCE NOTICE

PFT employees must be provided a conference notice at least 24 hours in advance; employee entitled to union representation. Email and hand deliver notice. Statements and reports should be attached.

INVESTIGATORY CONFERENCE

Employee has opportunity to respond to allegations. Gather information; take notes with specific details. Determination made after conference and put in writing.

204

The 204 must include the details of incident along with a conclusion and recommendations.

MEMO

Create memo based on incident & behaviors to correct. Include directives and deadlines. A warning must be included. Memo remains in school file.

UNFOUNDED

Summary stating what occurred and the incident was unfounded (or inconclusive).

204 CONFERENCE

The completed 204 document must be provided with the conference notice at least 24 hours in advance.

CONFERENCE SUMMARY

Summarize what occurred at the 204 conference. Must include any revisions of document/recommendations to the 204 in the summary.

SECOND LEVEL REQUEST (TEACHERS)

Complete checklist; ensure all documents and cover letter requesting conference are included. Send to Asst. Sup.

SECOND LEVEL REQUEST (SUPPORT STAFF)

Complete checklist; ensure all documents and cover letter requesting conference are included. Send to Hearing Office – 440 N. Broad

EYE WITNESS

Principal sees incident from **start to finish** or employee refuses to follow verbal and/or written administrative directive. The principal does not have to hold an investigatory conference.

204

The 204 must include the details of incident along with a conclusion and recommendations. Include directives and deadlines if appropriate.

CONFERENCE NOTICE

PFT employees must be provided a conference notice at least 24 hours in advance; employee entitled to union representation. The completed 204 document must be provided with the conference notice at least 24 hours in advance.

Email and hand deliver notice. Statements and reports should be attached.

204 CONFERENCE

Employee has opportunity to respond to the 204 document. Take notes on the employee's or union representative's responses.

CONFERENCE SUMMARY

Summarize what occurred at the 204 conference. Must include any revisions of document/recommendations to the 204 in the summary.

SECOND LEVEL REQUEST (TEACHERS)

Complete checklist; ensure all documents and cover letter requesting conference are included. Send to Asst. Sup.

SECOND LEVEL REQUEST (SUPPORT STAFF)

Complete checklist; ensure all documents and cover letter requesting conference are included. Send to Hearing Office – 440 N. Broad