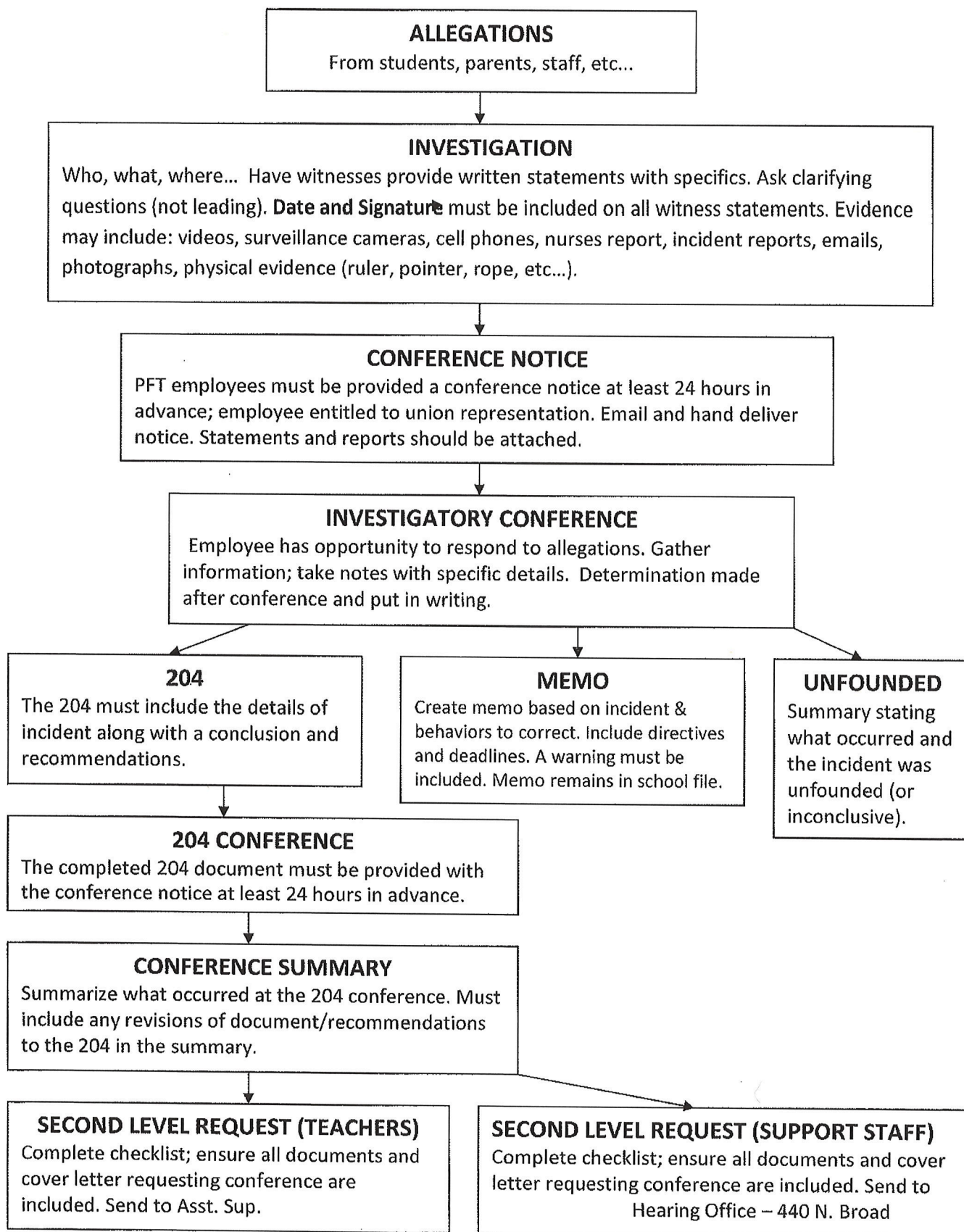


# INCIDENTS

*Developed by Administration  
as a guide for Principals*



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## 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