

GREENBURGH ELEVEN UFSD
Failure to Escort Notice

DATE

Dear Teacher Associate:

Re: **Escorting Procedures - First Warning**

This memo is a summary of our meeting held on _____. Present at this meeting was _____, _____, _____, and _____.

All teacher associates have been informed of the importance placed upon escorting duty and the fact that escorting is considered an essential part of a teacher associate's responsibilities. Moreover, the administration has specifically directed teacher associates that they are not to absent themselves from this responsibility under any circumstances. Specifically, the Faculty Handbook distributed at the beginning of each school year directs associates to meet their escorting duties. Also during building meetings, the importance of meeting this responsibility and the consequences for failing to do so has been stressed. On subsequent occasions you have been specifically directed to meet this responsibility.

As you know, your escorting duties are to be performed from 11:40 a.m. to 11:55 a.m. and again from 3:10 p.m. to 3:25 p.m. on a daily basis. Your duties include, but are not limited to the following:

1. Intervening in crises as they arise using the TCI training provided by the District.
2. Directing the students to proceed to their cottages as quickly and safely as possible.
3. Noting and reporting problematic students or dangerous situations to the crisis paraprofessional or appropriate administrator.
4. If directed by an administrator, delivering in person to a designated location, any student identified as being in need of direct escorting.
5. Provide follow-up information critical to the smooth and efficient escorting of our students to the crisis paraprofessional and/or administrator.

On _____, you were not at your assigned escorting duty post or you did not fulfill item # _____ specified above. The failure to attend to this responsibility is a very serious breach of your responsibility as a teacher associate. Your explanation, that you were unable to fulfill this duty because _____, is unacceptable. In the future you are directed not to abandon your escorting responsibilities under any circumstances, unless you have been specifically relieved of that duty in advance by the administrator in charge. If you violate these directives in the future, steps will be taken to implement discipline against you.

If you do not understand your obligations with respect to escorting duties, please see your principal for clarification.

Sincerely,

Principal

cc: Personnel File
Principal's File

DATE

Dear Teacher Associate:

Re: **Escorting Duty - Second Warning**

This memo is a summary of our meeting held on _____. Present at this meeting was _____, _____, _____, and _____.

On _____, you were not present at your assigned escorting duty post or you did not (specify item 1-5 from first warning). As a result of that breach of duty, you received a letter dated _____, counseling you about the importance of this duty and your responsibilities as a teacher associate. In addition, you were again directed to perform this duty regularly, and you were warned that if there was a repeat offense, disciplinary measures would be considered.

Today, you again neglected your escorting duties. The failure to meet your responsibility as directed is considered both unprofessional and insubordinate. During today's discussion I informed you that you had failed to meet your responsibilities as a teacher associate and have violated a duty without regard for the health, safety, and welfare of our students. In addition, you were directed to follow the previous directives with respect to this duty, as described in the letter dated _____ and in the discussion on the same date.

If you have any questions regarding the duties of a teacher associate or your responsibilities during escort duty, you are urged to schedule an appointment to discuss the matter with your principal at a mutually acceptable time.

You are being put on notice that if that you violate your responsibilities with respect to escorting duties in the future, a recommendation will be made to the Superintendent that your services be terminated. There will be no further warnings.

Sincerely,

Principal

/ma

cc: Personnel File
Principal's File

DATE

Dear Teacher Associate:

Re: Escorting Duty - Termination

This memo is a summary of our meeting held on _____. Present at this meeting was _____, _____, _____, and _____.

Today, for the third time you failed to fulfill your escorting duties. You were advised by correspondence dated _____ that the failure to perform escorting responsibilities was considered a serious neglect of duty. At the time, you were directed to meet your responsibilities on a daily basis, with no exception. On _____ you again failed to meet your escorting responsibilities. By letter dated _____, you were warned that any further abandonment of this duty would be treated as a serious violation of the District's health, safety, and welfare regulations and that termination of your services would be recommended.

Your failure to follow previous directives and your failure to take these warnings seriously, leaves no alternative but to recommend to the Superintendent and the School Board that your services as a teacher associate be terminated.

Sincerely,

Principal

/ma

cc: Personnel File
Principal's File
Deputy Superintendent of Schools
Superintendent