APPENDIX D

PROCESS FOR UNSATISFACTORY PERFORMANCE APPRAISAL

LETTER OF NOTIFICATION/CONCERN
Issued by Principal
Supervisory Officer and Administrator of Special Education Informed

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Review Process Commenced
Plan of Action Determined
Issued by Principal in consultation with Administrator of Special Education

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Unsatisfactory Progress Continues

OR

Satisfactory Progress
LETTER OF IMPROVEMENT
Issued by Principal
Review Process Terminated;
Supervisory Officer and
Administrator of Special Education Informed

↓

FIRST LETTER OF INTERVENTION
Issued by Principal, Supervisory Officer
And Administrator of Special Education
Informed

OR

Satisfactory Progress
LETTER OF IMPROVEMENT
Issued by Principal
Review Process Terminated
Supervisory Officer and
Administrator of Special Education Informed

↓

Supervisory Officer Evaluates and
Prepares an Evaluation Report

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LETTER OF RECOMMENDATION
FOR TERMINATION
Director of Education Notified by
Principal and Supervisory Officer

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TERMINATION OF EMPLOYMENT
Director of Education recommends to
Board to terminate employment