

Hortonville Area School District

Title: Due Process

Date Adopted: 6/25/84

Policy No. 3001

Date Revised:

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Policy Statement:

It is the responsibility of the school administration to assure "fair play" and make an effort to improve performance of all school employees.

Rationale:

Scope: -----

Responsibility:

Implementation:

The Administration shall ensure that:

1. the employee knows the criteria or standards for professional practice in the system.
2. the employee has received regular and specific feedback on performance.
3. the employee has received help and suggestions about how to overcome weaknesses and reach the District's standards.
4. the employee was given ample time to improve and demonstrate competency.
5. all communication relating to the employee's performance matters are clearly documented.

Associated Information: -----

President _____ Date _____

Clerk _____ Date _____