


Documenting Unprofessional Behavior


- A few things are learned the “hard way”
- A case study
- Depth not breadth
- First line up in alphabetical order by worst vacation spot ever!

■ Important: Very confidential!




Documenting Unprofessional Behavior

- **Activity**
- Think of a “real life” situation in which a school employee has broken some code, rule, or related infraction
- Talk with your group about the situation
- Make some notes
- As a group, create & write a draft memo to this person




Documenting Unprofessional Behavior

- Willing participants read their memo
- Listen for common themes
- What problems might arise?



The F.R.I.S.K. Model

- In use in many school districts
- Personal history of success
- Makes use of a template
- Most legal firms make use of this
- Common language



The F.R.I.S.K. Model *An Overview*

Fact _____

Rule _____


Impact _____

Suggestions _____

Knowledge _____


The F.R.I.S.K. Model

- **Facts:**
 - **What did they do?**
 - Specific conduct
 - Graphic terms
 - Factual foundation
 - Avoid subjective judgment
 - Example “What were you thinking!”




The F.R.I.S.K. Model

- **Rule:**
 - **What should they have done**
 - State the rule, policy, administrative regulation, board policy, contract provision, Ed. Code
 - Recognized ethical standards
 - **IMPORTANT** Include previous rule violations (dates)




The F.R.I.S.K. Model

- **Impact:**
 - **What was the impact on (kids, staff, the district, public, etc.)**
 - Include facts
 - Adverse effects on others
 - Others= students, peers, parents, the public




The F.R.I.S.K. Model

- **Suggestions:**
 - **What you want the employee to do to improve performance**
 - What will happen if there is no improvement
 - **Important:** How **YOU** will assist the employee towards these goals
 - Directions must be clear and suggestions (directives) specific
 - Timeline for revisiting




The F.R.I.S.K. Model

- **Knowledge:**
 - **Do they have knowledge? Do they “get it?”**
 - Ed. Code 44031
 - Language of the right to file a response prior to placement in personnel file
 - Contractual guidelines



Legally Fit Memo Next Steps



- Keep your original rough draft memo
- Make use of a real situation
- Review information from Gary
- Consider using this in discipline referrals and/or documentation for practice

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- **May the force be with you!**
- **Remember: Very confidential!**

