



**Washoe County
School District**

**Washoe County School District
Department of Assessment
P.O. Box 30425
Reno, NV 89520-3425
775.348.0248**

Testing Irregularity Protocol Due to Staff Error:

1. Upon learning of a possible testing irregularity resulting from staff error, the Washoe County School District Department of Assessment shall instruct the principal to commence fact-finding by interviewing witnesses and those involved, by requesting statements, and by immediately completing a Report of Testing Irregularity. The Department of Assessment contacts the Nevada Department of Education (NDE) and submits the report for review. Department of Assessment staff will conduct an internal review and may request additional information. If after the internal review it is determined that the irregularity is the result of probable staff error, the Department of Assessment will inform the principal who will then inform staff members involved that a meeting concerning the possible irregularity may be held and that they may have representation at the meeting if they choose and may want to share their written statements with representation.
2. The Department of Assessment shall inform the Nevada Department of Education (NDE), Chief Human Resources Officer, Compliance & Labor Relations Manager, and appropriate Superintendent or Associate Chief of the possible irregularity.
3. Once the principal submits the Report of Testing Irregularity to the Department of Assessment a copy of the report is sent to Labor Relations. If it has been determined that a meeting should take place, the Principal will schedule an investigatory meeting. Those present at the meeting should include:

Deputy Superintendent or Associate Chief – (Chairs the meeting)

Principal/Administrator

Teacher

Teacher's representative (if requested by teacher)

Department of Assessment representative

Human Resources representative (if requested)

4. After the meeting, the Deputy Superintendent or Associate Chief, Principal, Department of Assessment representative, and the HR representative (if requested) discuss the information gathered at the conference and decide on an appropriate level of consequence. The ultimate decision is in the hands of the Deputy Superintendent or Associate Chief and the Principal.

Levels of consequence:

- a. No Action
 - b. Counsel Memo
 - c. Letter of Admonition (template attached)
 - d. Suspension (varying number of days)
 - e. Dismissal
5. Discipline correspondence must be reviewed by the Human Resource representative, prior to the principal notifying the teacher of the consequence.
 6. The final report, including consequence, is shared with the NDE.

Template for Letter of Admonition

LETTER OF ADMONITION

Date

Name
Address

Dear Name:

I am providing you this written notice that your performance constitutes cause for potential disciplinary action under NRS 391.750 (1e) Neglect of duty and

(pick one or both of the following):

(1q) Intentional failure to observe and carry out the requirements of a plan to ensure the security of examinations adopted pursuant to NRS 390.270 or 390.275

(2) willfully breached the security or confidentiality of the questions and answers of the examinations that are administered pursuant to NRS 390.105 or the college and career readiness assessment administered pursuant to NRS 390.610

and to give you an opportunity to correct your performance.

It has been determined that you **(describe in detail the actions, behaviors, statements, observations you have made, including dates of events)**

(If applicable, describe previous notification, both written and oral, regarding this problem or very similar situations, including dates.)

Performance Expectations

I expect you to:

- 1.
- 2.
- 3.

(specifically describe the performance/conduct expected)

You must make these improvements immediately.

Assistance

In order to assist you in meeting these expectations, I will:

- 1.
- 2.
- 3.

(list specific actions YOU will take to provide assistance, including time frames)

Template for Letter of Admonition

In addition, I strongly encourage you to:

- 1.
- 2.
- 3.

(list specific actions the employee may choose to take, upon his/her own initiative)

This is a serious situation. If you fail to make the required improvements, you will be subject to disciplinary action, up to and including dismissal.

Sincerely,

Principal name

I acknowledge receipt of this letter of admonition.

Employee Signature

Date

CC: Deputy Superintendent
Associate Chief
Compliance & Labor Relations Manager
Human Resources file