[**REPRINT ON DISTRICT LETTERHEAD**]   
**BRICS FORMAT**

**(THIS DOCUMENT IS FOR EXEMPLARY PURPOSES ONLY. SHOULD YOU NEED TO DRAFT A   
LETTER OF REPRIMAND IT SHOULD BE DRAFTED TO MEET YOUR SPECIFIC NEEDS.)**

[DATE]

[NAME]   
[ADDRESS]

Re: Letter of Reprimand

Dear [EMPLOYEE NAME]:

[**Background**] On April 17, 2020, a number of school administrators were at our school

conducting a walk through of the \_\_\_\_ Elementary School site. I emailed all teachers on April 12, 2020 and April 16, 2020 making them aware of this walk through. When the group of observers walked through the building on April 12, 2020 at 9:30 a.m., they could hear loud music being played at high volumes from your classroom. The song being played contained uncensored lyrics that contained profane language and that were otherwise not suitable for elementary school age students.

[**Rule**] Your conduct violated previous directives I have given to you. Specifically, you played

loud music with inappropriate lyrics in your classroom on March 16, 2020. As such, in a memorandum dated March 16, 2020, which is attached, I directed you to refrain from playing loud music, or any music for that matter, in your classroom during instructional time without my prior written permission.

[**Importance to the school**] Your conduct placed the school in a negative light and reflected

poorly on the school during the walk through. Also, playing loud music with inappropriate lyrics during instructional time negatively impacts the learning environment of our students.

[**Corrective Action**] Effective immediately, you are directed to refrain from playing music in

your classroom during instructional time. If you wish to play music in your classroom as it relates to a lesson, you are directed to obtain prior approval from me.

Your failure to comply with these directives will result in further discipline up to and including dismissal. Please contact me directly if you have any questions regarding this letter.

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**[Statement of rights.]** This letter, and the enclosures, will be placed in your personnel file. If

you wish to write a response to this letter, you may do so within ten (10) calendar days, and it will be attached to this letter and also placed in your personnel file.

Sincerely,

[Name]   
[Title]

Enclosures: Exhibits A -\_\_\_\_

cc: Personnel File

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