Oxnard School District

Notification of Concern to Administration

OSD/OEA Bargaining Unit Article XVI

"Bargaining unit members will report in writing to their immediate supervisor, as soon as possible, any practice, condition or act which threatens the health or safety of unit members or students. District management shall investigate the matter and take the action that it deems reasonable and appropriate to correct or modify the condition. After investigation, the District management shall make a response to the bargaining unit member concerning the report of the practice, condition, or act as soon as possible within 72 hours (three working days)."

Teacher_________________________________ Date Submitted______________

Student(s) of concern___________________________________________________________

Describe specific concern (Attach additional documentation):

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Administrative Response

Site Administrator Receiving Report______________________________________________

Date Received_________________________

Concern referred to district administrator_________________________________________
Oxnard School District

Administrative Response to Teacher Concern

OSD/OEA Bargaining Unit Article XVI

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District Administrator Responsible_______________________________________________

Date received____________________ Date of response to teacher____________________

Administrative Response Plan to Teacher Concern

Findings of Investigation

Administrative Action

☐ Parent/guardian contacted
☐ Referral to site PBIS team
☐ Student apprised of behavior expectation
☐ Change in student schedule
☐ Police notification
☐ Threat assessment conducted
☐ Exclusion (class or school suspension)
☐ Teacher training (specify)

☐ Behavior plan developed or revised
☐ Referral to school counselor
☐ Referral to District Behaviorist
☐ Restorative Justice approach
☐ Behavior contract
☐ SST meeting scheduled
☐ Established class clear protocol