

Year 2017 Select

Reporting Options...

Desktop Applications...

# DeKalb County School District

## Job Base - Assignment

- < Exit System
- < Main Menu
- < Previous | Next >

No additional records.

Last Updated 12/07/2016 19:11:05 HB624A

Next Selection...

Job to Job Move... | Verify Employee ID...

Employee Search...

### All Options

- Employee Information >
- Employee Qualifications >
- Time & Attendance >
- Earnings & Benefits >
- Payroll Processing >
- Personnel Budgeting >
- Position Control >
- Applicant Tracking >
- Staff Development >
- Settings >

#### Selection

Employee ID [dropdown] Clark, Ms. Diane Sander

Job ID 01

Select

State GA

#### Job Contract

Start Date 08/01/2016 Hire Date 08/30/2013 Job Ended Date 11/28/2016 Termination 08

Pay Type M08 Hours per Day 8.000 Job Status R Primary Job Evaluation

Months Worked per Year 10.0 Days Worked per Year 77 Work Days per Week 5 Number of Checks per Year 24.0

Check Location 529 Direct Deposit Force Contract Contract Sent Date

**\*NOTE**

#### Assignments Salary

Action	Position	Responsibility Center	Job Title	Prim Assi	Started	I/O	Hours per Day	FTE Used	Ended	Termination Code
(none)	5293E0600	529	531600 French Teache		08/01/2016	I	8.000	Y	11/28/2016	08
(none)										
(none)										
(none)										
(none)										
(none)										

State Reporting >

- Human Resources
- Financial Information
- Supply Chain Management
- Asset Management
- System Administration

Page [input] Go

Back to list...

Audit Log

View Note

Save

Delete

Reload

## **Robin Goolsby (Legal Affairs)**

---

**From:** Robin Goolsby (Legal Affairs)  
**Sent:** Monday, November 28, 2016 6:08 PM  
**To:** Sherry Johnson (Region I); Jason Heard (Cross Keys High)  
**Cc:** Wanda Ngote (Employment Services); Sonya Taylor (Total Rewards)  
**Subject:** Clark, Diane @ Cross Keys High School

Ms. Johnson:

Please be advised that Diane Clark tendered her resignation in lieu of termination with an effective date of November 28, 2016. Please document your files accordingly.

Thank you,

Robin L. Goolsby  
Legal Specialist II  
Office of Legal Affairs  
DeKalb County School District  
1701 Mountain Industrial Boulevard  
Stone Mountain, GA 30083  
Robin\_L\_Goolsby@dekalbschoolsga.org  
(678) 676-0181  
(678) 676-0391 Direct line  
(678) 676-0234 Fax

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1701 Mountain Industrial Boulevard  
Stone Mountain, GA 30083-1027  
678-676-1200

Board of Education  
Dr. Melvin Johnson, *Chair*  
Mr. James L. 'Jim' McMahan, *Vice Chair*  
Dr. Michael A. Erwin  
Mr. Stan O. Jester  
Dr. Joyce Morley  
Mr. Marshall D. Orson  
Mrs. Vickie B. Turner

Superintendent  
Dr. R. Stephen Green

---

## Notice of Ineligibility for Future Employment with DeKalb County School District

DIANE SANDER CLARK  
Employee's Name (Print)

28 Nov. 2016.  
Date

Your resignation from the DeKalb County School District, effective 28 Nov. 2016. is accepted. Therefore, you are not eligible for future employment consideration with the DeKalb County School District.

Diane S. Clark  
Employee's Signature

28 Nov. 2016.  
Date

\_\_\_\_\_  
Administrator's Name (Print)

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date



DIVISION OF HUMAN CAPITAL MANAGEMENT  
STAFF SERVICES  
**EMPLOYEE RESIGNATION AND LEAVE OF ABSENCE FORM**

**PURPOSE:** This form should be used for employees who wish to resign or request a leave of absence.

**INSTRUCTIONS:** Employee should submit the completed form to his/her principal or department head. The principal/department head should submit the form to Staff Services.

Employee Name <u>DIANE SANDEZ CLARK</u>	Employee ID#
School/Dept <u>CROSS KEYS HIGH SCHOOL</u>	Position <u>FRENCH INSTRUCTOR</u>
Contact Number	Date <u>28 NOVEMBER 2016</u>
Personal Email Address	Anticipated Last Date of Employment <u>28 NOVEMBER 2016</u>

**REASON FOR RESIGNATION**

*Please circle the primary reason for your resignation*

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">01</td><td>Another Position in GA School System</td></tr> <tr><td style="text-align: center;">02</td><td>Professional Improvement</td></tr> <tr><td style="text-align: center;">03</td><td>Assignment Completed</td></tr> <tr><td style="text-align: center;">04</td><td>Certification Problem</td></tr> <tr><td style="text-align: center;">05</td><td>Leaving the Teaching Profession</td></tr> <tr><td style="text-align: center;">06</td><td>Financial Reasons</td></tr> <tr><td style="text-align: center;">07</td><td>Military Service</td></tr> <tr><td style="text-align: center;"><b>08</b></td><td>Retiring</td></tr> <tr><td style="text-align: center;">10</td><td>Personal Reasons</td></tr> </table>	01	Another Position in GA School System	02	Professional Improvement	03	Assignment Completed	04	Certification Problem	05	Leaving the Teaching Profession	06	Financial Reasons	07	Military Service	<b>08</b>	Retiring	10	Personal Reasons	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">11</td><td>Spouse Transferred</td></tr> <tr><td style="text-align: center;">13</td><td>Maternity</td></tr> <tr><td style="text-align: center;">14</td><td>Illness</td></tr> <tr><td style="text-align: center;">15</td><td>Marrying and Moving</td></tr> <tr><td style="text-align: center;">16</td><td>Moving Out of the Area</td></tr> <tr><td style="text-align: center;">17</td><td>Family Responsibilities</td></tr> <tr><td style="text-align: center;">19</td><td>No Reason Stated</td></tr> <tr><td style="text-align: center;">20</td><td>Other</td></tr> <tr><td style="text-align: center;">22</td><td>Another Position</td></tr> </table>	11	Spouse Transferred	13	Maternity	14	Illness	15	Marrying and Moving	16	Moving Out of the Area	17	Family Responsibilities	19	No Reason Stated	20	Other	22	Another Position
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**HCM USE ONLY**

Leaves Unit	Administrative
50 Maternity	09 Dismissal/Not Recommended
51 Professional Improvement	12 Not Released
52 Illness	18 Deceased
53 Military Leave	21 Termination by the Board
	23 Reduction in Force
	24 Contract Not Accepted

Employee Signature Diane S. Clark Date 11/28/16

Is there anything that could/should have been done that would have caused you to remain employed in your school or department?

Comments:

**TO BE COMPLETED BY THE PRINCIPAL/DEPARTMENT HEAD**

I have met with the employee and discussed the Resignation/Leave of Absence Request. The employee has \_\_\_\_\_ agreed \_\_\_\_\_ not agreed to turn in all necessary materials (books, records, etc.) before leaving the school/department.

Principal/Department Head Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**TO BE COMPLETED BY REPRESENTATIVE IN THE DEPARTMENT OF STAFF SERVICES**

\_\_\_\_ Last Day of Sick Leave (if needed) \_\_\_\_\_ Insurance/TSA Notice prepared and dispersed  
 \_\_\_\_ Resignation/Leave of Absence form completed and filed \_\_\_\_\_ Separation Notice prepared and dispersed  
 \_\_\_\_ Employee letter with requested forms mailed on \_\_\_\_\_

Staff Services Representative Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



DIVISION OF HUMAN CAPITAL MANAGEMENT  
STAFF SERVICES

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School/Dept <u>CROSS KEYS HIGH SCHOOL</u>	Position <u>FRENCH INSTRUCTOR</u>
Contact Number	Date <u>28 NOVEMBER 2016</u>
Personal Email Address	Anticipated Last Date of Employment <u>28 NOVEMBER 2016</u>

**REASON FOR RESIGNATION**

*Please circle the primary reason for your resignation*

01	Another Position in GA School System	11	Spouse Transferred
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**HCM USE ONLY**

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Staff Services Representative Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



Region I Office

678.676.1105 main line  
678.676.0535 fax

Ms. Sherry L. Johnson  
Interim Region I Superintendent

**RECOMMENDATION TO THE OFFICE OF LEGAL AFFAIRS**  
*Allegations of Employee Misconduct*

DATE: 11/14/16  
TO: Jennifer Hackemeyer, Chief Legal Officer  
FROM: Ms. Sherry L. Johnson, Interim Region I Superintendent  
EMPLOYEE: Dr. Diane Clark

RECEIVED  
NOV 14 2016

Based on the information enclosed in the attached employee file, my recommendation is listed below:

- No Action Taken (Unsubstantiated)
- Termination
- Letter of Reprimand
- 1-3 Day Suspension
- 3-5 Day Suspension
- 5+ Days of Suspension
- Location Reassignment
- Letter of Direction
- PDP/PIP
- Supports Principal's Recommendation

Verbal Counseling/Mediation by  Principal  Region Office  Office of Legal Affairs

Supports the recommendation of the Office of \_\_\_\_\_  
(Supervisor of Testing, Special Education, etc.)

Professional Learning Course that is designed to apprise the employee of appropriate management in the area of \_\_\_\_\_

Other: \_\_\_\_\_

This matter may be referred to the Office of Legal Affairs for further review to ensure appropriate handling.

Ms. Sherry L. Johnson  
Interim Region I Superintendent

11/14/16  
Date

**EMPLOYEE ALLEGATION REPORTING CHECKLIST**

Accused Employee(s): Dr. Diane Clark EIN: \_\_\_\_\_

Allegation(s): Inappropriate Comment to Students

Home Telephone: \_\_\_\_\_

Position: French Teacher

Certification Areas: World Language (French)

Name of School and Telephone #: Cross Keys H.S. 678-874-6102

Principal: Mr. Jason C. Heard

Regional Superintendent: Ms. Sherry Johnson

Victims' Name/Position: \_\_\_\_\_

Date of Incident: November 10, 2016

Date Completed Packet Submitted to RS: November 11, 2016

**Please ensure that all documents are legible.**

\_\_\_\_ Regional Superintendent's Recommendation

Principal's Recommendation

Principal's Signed Statement

Accused Employee's Signed Statement

Alleged Victim's Signed Statement

Signed Statement(s) from Witness(es)

\_\_\_\_ SRO Report (If Applicable) – SRO's Last Name N/A Case # N/A

Statement Indicating Location of Original Documents

\_\_\_\_ Social Worker Referral (If Applicable)

**Please Forward Checklist and Complete Packet to:**

**Ms. Sherry Johnson  
Region I Superintendent**

**A copy of this file will be submitted to the Office of Internal Affairs, if applicable.**



# **Principal's Statement and Recommendation**

---



**To:** The Office of Legal Affairs  
**From:** Mr. Jason C. Heard, Principal  
Cross Keys High School  
**Date:** November 11, 2016  
**RE:** Principal's Statement / Recommendation (Dr. Diane Clark)

On November 10, 2016 at approximately 3:10p.m., I received a call from Ms. Sherry Johnson, Region I Superintendent, apprising me of a phone call made to the Superintendent's office from a parent at Cross Keys High School. The parent alleged that Dr. Clark told her class that if they continued to misbehave in class, that she would be making a call to the Department of Immigration.

On November 11, 2016 at the onset of Dr. Clark's 1<sup>st</sup> period class, I gathered statements from her students. I continued to do the same for her 2<sup>nd</sup> and 3<sup>rd</sup> period classes as well. Upon review of the statements, some of the students did make statements that aligned with the parent's allegation.

With having fully investigated the incident regarding allegations made against Dr. Clark, a French Teacher, it is without hesitation that I recommend that Dr. Clark be terminated from Cross Keys High School.

Respectfully,

  
Jason C. Heard,  
Principal

**Accused  
Employee's Signed  
Statement**

To: Jason C. Heard

From: Dr. Diane Clark

Re: alleged statement 9 November 2016

Date: 10 November 2016.

A student in my First period class told his mother who later contacted Dr. Greene's office that I told him in front of the class that he had no rights because he is Hispanic, and that I would call Immigration (I am paraphrasing here.) if he didn't do his work.

First, I am a lawyer by degree. Even if I believed such things...which I do not..., I would never state such. Who am I to discuss anyone's rights? During class that day (after the General Election), I repeated to each of my classes what I have said many times before. I stand with the students of Cross Keys High School and will assist them during this trying time for many of them as best I can. I proceeded to tell each of my classes...including First Period...that the best thing for them to do is to attend classes on a regular basis and consistently. I also told them to study every day, to take part in class discussions and to ask questions whenever they do not understand something. Several of the First Period young men suddenly stated that I was frightening them. I replied that I didn't mean to frighten them, and that I was simply repeating what I had stated in the past. This is based on the fact that as recently as last year, I had been written statements twice to Immigration regarding student performance at school. In both instances, there were no problems because the students had excellent attendance, studied, and asked questions either in class or at Tutorial. One student barely spoke English, but we made communication between the two of work.

The student involved is a minor, so I shall not state his name here. We only see each other during class, and he is not a troublemaker. He may have misunderstood all that I was saying.



Diane S. Clark, JD

**Alleged Victim(s)  
Signed Statement(s)**

# CROSS KEYS HIGH SCHOOL

## STATEMENT FORM

This writing is an official document of the DeKalb Schools. Any false, fictitious, misleading, or fraudulent statements are subject to punishment under the Official Codes of Georgia Title 16, Chapter 10, § 20 as a felony with a penalty of one to five years imprisonment.

IF YOU UNDERSTAND THIS WARNING, INITIAL HERE: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ RACE: \_\_\_\_\_ SEX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME TELEPHONE: ( ) \_\_\_\_\_ BUSINESS TELEPHONE: ( ) \_\_\_\_\_ EXT. \_\_\_\_\_

DATE OF STATEMENT: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME OF STATEMENT: \_\_\_\_\_ AM/PM

STATEMENT TAKEN BY: \_\_\_\_\_ RANK: \_\_\_\_\_ CASE #: \_\_\_\_\_

NARRATIVE: During First Period, on a Wednesday, In the ~~begin~~ beginning of Class <<Madame>> said she need to talk to us about something important and waited for the announcements to finish so she can start. As soon as the bell rang she started talking to us about how she had a student in her class, a while back, and the student was called up to court and it was about her fighting to stay in the USA. Since <<Madame>> is a lawyer and has ~~dealt~~ dealt with cases like that, the student ~~to~~ asked her to help ~~her~~ since <<Madame>> is a lawyer ~~and~~ she said she has to be honest and tell the judge everything. <<Madame>> starts telling the class, since ~~she~~ the student was well behaved and does her work, that's what she told the judge. At the end she help the student stay in the USA with her family. Then, <<Madame>> told us if we ever get called up to court for the same case, we may be in trouble since most of us misbehave, and that if she gets testified, she will tell them all the bad stuff we do (for example sleep disrupt, not do homework, <sup>and</sup> not pay attention during her instructional time) ~~we~~ ignore what she <sup>was</sup> ~~told~~ saying because I don't know much about laws but I know he can't deport us all, "Us" meaning

The information that I have written has been given freely and without any duress, promise or threat. The information that I have given is true an accurate to the best of my knowledge.

SIGNATURE: \_\_\_\_\_ DATE: 11 / 11 / 16

WITNESS: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ PAGE: \_\_\_\_ OF \_\_\_\_

# CROSS KEYS HIGH SCHOOL

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NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_ RACE: \_\_\_ SEX: \_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_ ZIP CODE: \_\_\_\_\_

HOME TELEPHONE: ( ) \_\_\_\_\_ - \_\_\_\_\_ BUSINESS TELEPHONE: ( ) \_\_\_\_\_ - \_\_\_\_\_ EXT. \_\_\_\_\_

DATE OF STATEMENT: 11 / 11 / 16 TIME OF STATEMENT: \_\_\_\_\_ AM/PM

STATEMENT TAKEN BY: \_\_\_\_\_ RANK: \_\_\_\_\_ CASE # \_\_\_\_\_

NARRATIVE: migrants not just hispanics, because Trump may not know but we make up most of the economy and the constitution would have to be changed in order to keep "us" out of this country. Anyways, the part that got me mad was when she said something like, "since you guys just don't care, I might as well call the immigration since I have conviction with them"

*The information that I have written has been given freely and without any duress, promise or threat. The information that I have given is true and accurate to the best of my knowledge.*

SIGNATURE: \_\_\_\_\_ DATE: 11 / 11 / 16

WITNESS: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_ PAGE: \_\_\_ OF \_\_\_

**Alleged Witness(es)  
Signed Statement(s)**

---



# CROSS KEYS HIGH SCHOOL

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NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ RACE: \_\_\_\_\_ SEX: MA  
ADDRESS \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
HOME TELEPHONE: ( ) \_\_\_\_\_ BUSINESS TELEPHONE: ( ) \_\_\_\_\_ EXT. \_\_\_\_\_  
DATE OF STATEMENT: 11/11/16 TIME OF STATEMENT: \_\_\_\_\_ AM/PM  
STATEMENT TAKEN BY: \_\_\_\_\_ RANK: \_\_\_\_\_ CASE # \_\_\_\_\_

NARRATIVE: Certain teachers seemed to believe they have power because of Trump's win. Example would be Dr. Clark who two days ago decided to talk a lot of immigration and laws. She mentioned ICE raiding this school. A lot of other students say some teachers also do the same.

A friend of mine talked to me mentioning a teacher told the class the reason why trump would like us out of here is because we as Mexicans took this country by force with parties and foolishness.

The information that I have written has been given freely and without any duress, promise or threat. The information that I have given is true and accurate to the best of my knowledge.

SIGNATURE: \_\_\_\_\_ DATE: 11/11/16  
WITNESS: \_\_\_\_\_ DATE: 1/1 PAGE: \_\_\_\_\_ OF \_\_\_\_\_

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NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ RACE: H SEX: M  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
HOME TELEPHONE: ( ) \_\_\_\_\_ BUSINESS TELEPHONE: ( ) \_\_\_\_\_ EXT. \_\_\_\_\_  
DATE OF STATEMENT: 1 / 1 / \_\_\_\_\_ TIME OF STATEMENT: \_\_\_\_\_ AM/PM  
STATEMENT TAKEN BY: \_\_\_\_\_ RANK: \_\_\_\_\_ CASE # \_\_\_\_\_

NARRATIVE: Well I want to start off by saying thank you for asking which is essential in every schools in the Nation. Mom Clark Always brings up immigration and in way that it offends. She says not to worry about trump then the class goes on and we can't talk because she will say oh you want me to call the judge/juris diction. This just happened on wednesday 10-9-16 and we were all in shock because she said it word and even turned red. So this really bothered a lot of us.

The information that I have written has been given freely and without any duress, promise or threat. The information that I have given is true and accurate to the best of my knowledge.

SIGNATURE: \_\_\_\_\_ DATE: 10/11/16  
WITNESS: \_\_\_\_\_ DATE: 1/1/ PAGE: \_\_\_\_\_ OF \_\_\_\_\_

# **Location of Original Documents**



November 11, 2016

**Location of Documents**

The Employee Allegation Reporting File for Dr. Diane Clark is being stored in a locked file cabinet, located in the vault in the main office.

Mr. Jason C. Heard,  
Principal