

**TEMECULA VALLEY CHARTER SCHOOL  
Board Policy**

**5000 Personnel**

**5021 Employment References**

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**Board Action: APPROVED**

**Effective Date: 2-8-16**

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The Executive Director/Principal shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all school employees other than himself/herself. All letters of recommendation to be issued on behalf of the school for current or former employees must be written by or approved by the Executive Director/Principal.

At his/her discretion, the Executive Director/Principal may refuse to give a recommendation. If the Executive Director/Principal refuses to give a recommendation, any other employee providing a recommendation must first obtain approval from the Executive Director/Principal. Any recommendation given shall provide a careful, truthful and complete account of the employee's job performance and qualifications.

No certificated or classified employee, other than the Executive Director/Principal shall write or sign any letter or memorandum on behalf of TVCS which purports to contain an employment reference for a former or current TVCS employee. Furthermore, no certificated or classified employee shall intentionally omit significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person who the writer knows will use the letter or memorandum to obtain professional employment. No certificated or classified employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the school.