

(SAMPLE LETTER 9)

(DATE)

(EMPLOYEE'S NAME)
(ADDRESS)

Dear _____:

An investigation has been conducted into a reported incident involving you and _____ (student's name). Due to the nature of the incident and/or actions that may be criminal in nature, it is necessary for the district to recommend further investigation by (law enforcement agencies, department of social services, and the state department of education.)

At this time you are being placed on administrative leave with pay until the resolution of this matter. You are being directed to refrain from entering the school grounds. In addition, you are being directed to turn in keys to the classroom or the building. It will still be your responsibility to continue to provide appropriate lesson plans and materials to the principal during your administrative leave. You and your principal will arrange a procedure for delivery and acceptance of these materials.

If there are personal items in the school that you would like to retrieve, please contact your principal to arrange a mutually convenient time to enter onto the campus. If you are enrolled in a class sponsored in a district location, you may still attend the class.

You are hereby directed to refrain from discussing this matter and the circumstances surrounding it with the student, parent/legal guardian or colleagues. As a personnel matter, it is a confidential matter which we will treat as such.

~~By statue and board Policy GBN, you are entitled to a hearing before the board of school commissioners. These are attached for your information. Should you desire to request a hearing, please forward your written request to the Chairman of the Board of School Commissioners, 1616 Richland Street, Columbia, SC 29201.~~

Should you wish to have your written response included in your personnel file, please send it to me with your request that it be placed in your personnel file. Should you wish to appeal this disciplinary action, please follow the grievance procedures as outlined in Policy GBK.

Sincerely,

(Superintendent's name)
Superintendent of schools

cc: (HR director's name)
(District's legal counsel)
(Personnel file)