SCHOOL LETTERHEAD - SAMPLE

DATE

NAME OF EMPLOYEE

ADDRESS

Dear Jordan,

On \_\_\_\_\_\_\_\_\_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_, the \_\_\_\_\_\_\_\_school \_\_\_\_\_\_\_\_\_\_\_\_\_\_ administration was informed of alleged inappropriate conduct between you and a male/female student.  An investigation was initiated in cooperation with \_\_\_\_\_city\_\_\_\_\_ Police Department.  Based upon the results of the investigation, it was determined that there were violations of Policy DP 378 - Employee Code of Conduct; specifically:

       3. Boundary Violation: crossing verbal, physical, emotional, or social lines that staff must maintain in order to ensure structure, security, and predictability in an educational environment.

 A boundary violation may include the following, depending on the circumstances:

1. Isolated, one-on-one interactions with a student out of the line of sight of others

viii. Engaging in inappropriate or unprofessional contact outside of educational program activities

ix. Exchanging personal email or phone numbers with a student for a non-educational purpose or   use

x. Interacting privately with a student through social media, computer, or handheld devices

xi. Discussing an employee’s personal life or personal issues with a student.

       4.  Grooming: befriending and establishing an emotional connection with a student or a student’s family to lower the student’s inhibitions for emotional, physical, or sexual abuse.

       5. Sexual Conduct: includes any sexual contact or communication between a staff member and a student

Due to the pending legal action against you, your employment with Jordan District is terminated effective immediately \_\_\_\_\_date\_\_\_\_\_.  Please refer to District Policy DP 316B - NEG Orderly Termination Procedures Education Support Professionals.   The following directives are for your benefit and the safety of others in Jordan School District: Do not contact nor discuss this matter with any staff member or students of \_\_\_\_\_school\_\_\_\_\_ and you are not allowed to attend any event at this school location.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal