

## SUSPENDING TEACHERS

(Date)

Dear (school name) Students and Parents:

I am writing to share with you some difficult news regarding several of our teaching staff. (District name) has suspended (number) (school name) teachers without pay for misusing the school's e-mail system. Specifically, the teachers received sexually explicit adult pictures on school computers and forwarded the material to other adults, both inside and outside the school district. The investigation found no evidence that students or other minors were involved in any way.

The suspensions ranged from (number of days) days for each of the (number) teachers. The suspensions immediately remove the teachers from the classroom and from their coaching assignments for the duration of the suspension. Upon their return, I will also monitor their future e-mail activity. All (number) teachers have waived their right to appeal.

(Name), Assistant Superintendent for Human Resources, announced last (day) that the district will also launch a series of meetings across all (number) schools, reinforcing the district's policy on e-mail use and requiring all staff to sign acknowledgements that they are aware of the policy. "We are confident that the actions we have taken will send a strong message that this kind of behavior will not be tolerated," said (name), "and we are taking every possible step to ensure that it does not happen again."

As principal for (school name), I ask that you recognize that the teachers who have been suspended have accepted the discipline being imposed by the district for their wrongdoing. Please trust that their actions in this matter do not define them as people. Nor does this situation "define" our outstanding (school name) faculty and staff.

There is learning in this matter for each of us, whatever our affiliation with (school name). In addition to the wisdom gained from confronting such a difficult situation as a school community, is our commitment as the (school name) community, that such a situation will not happen at (school name) again.

Sincerely,

(Principal name)  
and (school name) staff