Mrs. Wilma Jackson  
624 ADMS Street  
Dr. Melton, VCU 31214

January 15, 2014

Dear Mrs. Jackson

The purpose of this letter is to reprimand you for inappropriately following the guidelines and procedures set forth in the 2013 – 2014 ABHS Faculty Handbook in the event of an unforeseen absence.

On January 14, 2013, it was assumed that you were absent due to medical reasons. You contacted Mrs. Bertha May (another teacher in the department) at approximately 6:03 am on January 14, 2013 via email. The email stated you were unable to come to work due to illness. Unfortunately, Mrs. May was out of the building as well. At 8:50 am, it was observed that majority of your students were caught in the morning sweep and later discovered a substitute was not provided for your class. Mr. Jonnie Cash (9th grade administrator) sat with your class until a substitute was secured. In addition to improperly reporting an absence; emergency lessons plans were not prepared and the substitute was unable to proceed with instruction. Mr. Bob Jones’ class was interrupted to secure and copy lesson plans. Despite the inconvenience to other faculty members, your students lost valuable instruction time during your absence. Please be reminded, this is your second offense. On October 21, 2013, you were verbally counseled by me and received a letter of counseling. The document was placed in your file and a copy was given to you for your personal records. This type of behavior is unacceptable for the work environment as a professional educator.

According to the Henrico County Public Schools’ Professional Qualities and Responsibilities, teaching duties include the following:

Section A: Preparation and Organization of Instructional Planning

8) Provide clear and appropriate lesson plans, including substitute/emergency plans

Section U: Attendance

2) Provides proper advance to notification for use of leave

As stated in the 2013-2014 ABHS Faculty Handbook, teachers’ expectations regarding lesson plans are as follows:

Lesson Plan Information

* It is expected that all teachers will write daily lesson plans and have them readily available upon request.

Substitute Policy

ALL staff members needing a substitute must notify Sub finder via the web or at 1-866-754-6292, their cluster administrator, and their department chairperson by 9:30 p.m. the evening before or between 6:00 and 6:30 a.m. the day of their absence.

Similar events occurring in the future could result in leave without pay, suspension and/or termination of employment by the county’s school board. In order to help prevent such events, you will need to submit at least 3 days’ worth of emergency lesson plans to me no later than January 22, 2014. Lesson plans must be hand-deliver to me by the end of the day on January 22, 2014. Failure to comply will result in insubordination.

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

Melinda Hammond, Principal Date

Receipt Acknowledgement

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

Signature Date

This signature acknowledges receipt of this letter ONLY. It is in no way to be construed as agreement with its content. You may submit a response to be attached to this document within ten days of its receipt.

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

Signature of Witness Date

Cc: Personnel File