WHERE LEARNING LEADS THE WAY

BEAUFORT
COUNTY SCHOOL DISTRICT

VIA DISTRICT EMAIL AND REGULAR U.S. MAIL

April 12, 2018

Brittney Whetzel
[redacted]

Dear Ms. Whetzel:

I have made several attempts to reach you by telephone since Tuesday, April 10, 2018. I left messages for you to call me. As of today, I have not heard from you. Therefore, I am sending this correspondence by email and regular U.S. mail. As of today, April 12, 2018, I am placing you on administrative leave with full pay and benefits effective immediately. The action is being taken because of allegations of unprofessional conduct on your part directed towards students. As explained, this administrative leave will continue until such time as you have been notified otherwise by me.

A full investigation will be made into the claims regarding your conduct. I am unsure when this inquiry will be concluded; however, we will move forward as expeditiously as possible. In the meantime, you are not to return to BCHS for any reason or to attend any school-related functions without prior, express permission from me. Further, since it will be necessary for the District to contact you as part of the inquiry, I ask that you remain available by telephone during normal work hours for teachers, 8:00 a.m. until 4:00 p.m., while you are on administrative leave. As I understand it, your telephone number is (410) 474-9563. Please call the Office of Human Resource Services immediately if either of these numbers is incorrect.

Lastly, I advised you not to have any direct or indirect contact with BCHS students while on paid administrative leave and encouraged you to refrain from discussing the circumstances surrounding your placement on administrative leave, with members of the BCHS faculty or staff.

If you have questions or concerns regarding this matter, feel free to contact me directly.

Sincerely,

Alice W. Walton
Chief Administrative and Human Resources Officer

cc: Chad Cox, Principal
Personnel File

Post Office Drawer 309
Beaufort, South Carolina 29901-0309