

Campbell City Schools

280 Sixth Street, Campbell, OH 44405
PH: 330-799-8777 - FX: 330-799-0875

Matthew L. Bowen, Superintendent
330-799-6720

Nora J. Montanez, Treasurer
330-799-6726

To: Jacquelyn Hampton, Memorial High School
From: Matthew L. Bowen, Superintendent
Re: Administrative Leave/Notice of Investigation
Date: February 12, 2015

Effective start of business today, February 12, 2015, you are placed on paid administrative leave. Effective immediately, and until this investigation is concluded or until such time as I determine your return to work to be appropriate, I am temporarily transferring your work location from the Campbell City School District to your home. It is my hope and expectation that the investigation will be swiftly concluded.

The District has received allegations of possible misconduct involving a minor student(s) and alleged failure to comply with mandatory reporting requirement as defined by state law, the Ohio Department of Education's Code of Professional Conduct, and Board Policy. The District is conducting an investigation of these allegations, and will report any misconduct to public agencies as appropriate.

Effective immediately and continuing throughout your administrative leave assignment, you are prohibited from entering the grounds of any building owned or controlled by the District, or from attending, participating, or being associated in any way with any Board-sponsored or approved curricular or extra-curricular activity, or with any activity where you represent the District. During this temporary assignment, you will be under the direct supervision of Matthew Bowen, Superintendent, and will receive work assignments to be completed at home and further direction from me.

During this temporary assignment, you are not permitted to communicate with, or take other actions that would involve, parents or students in matters related to your employment with the District. Should you, deriving from your employment, become aware of any business-related need to communicate with a District parent or student, communicate that need to Matthew Bowen and wait for my instruction. You are instructed to turn hand over building keys, laptop computer, and any other District items in your possession. You are instructed to provide Matthew Bowen any information, calendars, schedules, or other work-related records that may be needed by the District during this assignment.

As a condition of continued receipt of pay, you are to remain home during regular school hours of 7:45 am to 3:00 pm and to be available for phone calls or meetings as may be required by the District, unless you submit appropriate leave request forms and receive approval to use your accrued leave.

Please contact me if you need further details about the directives in this letter or my expectations for your conduct.

If you have any questions, you may contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Bowen", with a long horizontal flourish extending to the right.

Matthew L. Bowen
Superintendent of Schools