

November 13, 2018

Ms. Jennifer Krug  
Deep Run High School

Dear Ms. Jennifer Krug,

This letter serves as a review of our meeting on November 12, 2018 and an official letter of reprimand as discussed during the meeting. The purpose of our meeting was to address the concern of not communicating about the use of propane tank at school for demonstration without use of appropriate safety for all students. Present at the meeting were Jennifer Krug and Hope Parham.

- Concerns about use of propane in the building without approval for classroom demonstration.
- Concerns regarding not ensuring the safety of the classroom environment for the purpose of a laboratory demonstration or activity with proper safety attire and protocols.

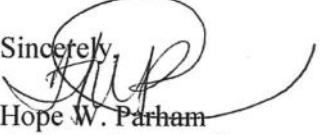
Your responsibilities as a teacher are to teach and help students. In the future, please make sure that you do the following:

- Never bring or use a propane tank in the school building or on school property, it is prohibited.
- For all laboratory activities the teacher and students will follow the HCPS Laboratory Safety Guidelines as outlined. This includes, the use of goggles and aprons and closed toe shoes for all laboratory experiments as required.
- Record in each lesson planner for laboratory activities that students have been reminded and proper safety equipment in being used by the teacher and students
- All experiments or laboratory activities should be approved by the department chair before executed in the classroom.

This letter of reprimand will be made part of your 2018-2019 PGEP. Failure to improve in these areas may result in being on a structured growth plan.

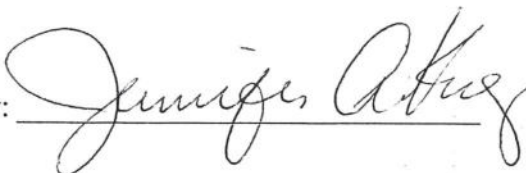
If you have any questions about my directive, please contact me directly. Please sign and return this letter, your signature only indicates that you received a copy of this letter.

Sincerely,



Hope W. Parham  
Assistant Principal  
Deep Run High School

Received by:



Cc: Lenny Pritchard, Principal