

Parent Notification of Employee Criminal Charges (Sample Notice)

TO: Parents
FROM: [Building Principal/Superintendent of Schools]
DATE: [Date]
REGARDING: Parent notification of employee criminal charges

NOTE: State law requires the district to provide this notice to parents “in the same manner” by which the district notifies parents of important school business, which may include “email notification or other electronic communication sent directly to parents or by first-class mail.” C.R.S. 22-1-130 (4)(d).

This [letter/email] is to notify you that the following [district employee/former district employee] has been charged with a criminal offense.

In accordance with C.R.S. 22-1-130, this notice must be provided regardless of whether the actions giving rise to the criminal charge occurred while the person was acting within the scope of his or her school district employment.

Person’s name: _____
Position: _____

Employment status: This person [is/is not] currently employed by the district.
[Optional language if the person is a current employee and if applicable: This person has been [suspended/placed on administrative leave] pending an investigation.]
Length of district employment: From [date] to [date].

NOTE: The “alleged criminal offense” and corresponding statute or code that must be included in the next paragraph will be one of the following:

- A. *felony child abuse, as specified in C.R.S. 18-6-401;*
- B. *a crime of violence, as defined in C.R.S. 18-1.3-406 (2), except second degree assault,*
- C. *unless the victim is a child;*
- D. *a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102 (9);*
- E. *felony domestic violence, as defined in C.R.S. 18-6-800.3;*
- F. *felony indecent exposure, as described in C.R.S. 18-7-302;*
- G. *a level 1 or level 2 felony drug offense, as described in C.R.S. 18-18-401 et seq.*

Alleged criminal offense that this person has been charged with, including the violation of statute or code: _____

UNDER STATE AND FEDERAL LAW, A PERSON CHARGED WITH A CRIME IS PRESUMED INNOCENT UNTIL PROVEN GUILTY.

The District is required to provide notice of the disposition of the charge within 2 days of learning the disposition. (Sec. 22-1-130(4)(d), C.R.S.) The disposition notification must be provided using the same method as the original notice to parents (i.e., if original was emailed, disposition notice must be emailed).

The alleged criminal offense does not involve a current or former student/did not occur on district property/did not occur during school hours. State law specifically prohibits the district from disclosing the identity of the alleged victim. C.R.S. 22-1-130 (5)(b).

If you or your child have any information to report concerning this [employee/former employee] or have any additional questions or concerns, please contact me at [phone number] or [email address.]

(Issue date)

Adopted: