

NOTE: While Colorado school districts are not required by law to adopt an exhibit on this subject, some content in this sample reflects the legal requirements school districts must follow. This sample contains the content/language that CASB believes best meets the intent of the law. However, the district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

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.

[*Optional language:* 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, unless the victim is a child;*
- c. *a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);*
- d. *felony domestic violence, as defined in C.R.S. 18-6-800.3;*
- e. *felony indecent exposure, as described in C.R.S. 18-7-302; or*
- f. *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 not legally required to provide additional information, but may wish to include information such as, "The alleged criminal offense does not involve a current or former student/did not occur on district property/did not occur during school hours," etc. State law specifically prohibits the district from disclosing the identity of the alleged victim. C.R.S. 22-1-130(5)(b).

[Optional language: Additional information regarding the underlying facts or circumstances relating to the charge: _____
_____.]

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)