Dear Parent/Guardian:

On (Insert date), it came to the attention of the [City/Town] Public Schools that a paraprofessional/coach at [City/Town] High School was charged with inappropriate conduct with a student. The paraprofessional/coach is on administrative leave until the courts have concluded the trial. Depending upon the findings of the trial the [City/Town] Public Schools will determine the next steps to take with this employee.

We know that you would like to know the details of this situation. However, we ask that you honor the commitment that we have to maintain the confidentiality of the student involved and not compromise the police investigation or trial. Thankfully, we believe that we have been able to take swift action to resolve this matter as soon as reported. Please know that everything is being done to ensure that all students are safe and classes/sports continue as normal.

While this situation is alarming, we want every parent and student to know that the faculty and staff of [City/Town] High School will continue to work diligently to provide a safe and nurturing learning environment for all students. Student well-being is our highest priority. Rumors and speculation are not helpful in these situations, so we ask that you have questions, please contact one of us and we will do our best to answer your questions with the limits we describe here.

That being said we are holding a parent/guardian meeting on (Insert date, time and location here). The purpose of this meeting is to let you know what steps we are taking, moving forward, so that we can continue to ensure the safety of the students we serve. We will also have a representative from the [City/Town] Police Department and the DA”s Office to help answer any questions you may have of them.

Sincerely,

Assistant Superintendent for Student Services Principal