

(Staff Arrest)

(Date)

Dear Parents/Guardians,

As the principal of _____ School, the safety and well being of our students and staff is my top priority. I'm writing today to inform you of an incident that took place at our school on _____ (day/date of incident).

The Los Angeles Police Department notified school police and the school about the arrest of an assistant principal/ counselor/teacher/staff member for alleged _____. As part of the investigation, the assistant principal/counselor/teacher/staff member has been removed from school. The District will provide crisis and intervention counselors to work with students that might be impacted by the arrest and removal of the assistant principal/counselor/teacher/staff member.

The school and the Los Angeles Unified School District take these allegations very seriously and will fully cooperate with the police investigation. I would like to reassure parents and guardians that the school and District will take every precaution to ensure the safety of students and staff at our schools. If you have any questions or concerns, please contact me at (school number) _____.

Sincerely,

(Name)
Principal