

Assault/Rape:

Dear Parents:

(State purpose of letter)

This letter is to inform you about an assault on a student that occurred yesterday. Our school is committed to the safety and education of all our students. We also want to clearly communicate with parents about safety issues when they arise.

(While keeping confidentiality in mind, describe the situation.)

It was reported that one of our students was assaulted while walking home after school. The school was informed of the assault by the local police department.

(Describe what has been done and is being done at the school.)

Here are some of the things we have done and continue to do at school to keep our students safe.

- The staff has been informed about the incident and teachers will review safety procedures with their classes. We consistently review safety with our students, and we will emphasize the importance of walking home with a friend.
- Local law enforcement has been informed and will be present here for the remainder of the week.
- Students aren't allowed to walk home during the day or ride with friends without permission.
- All doors at the school are locked during the instructional day.
- All visitors are required to check in the office and wear a visitor sticker while they are on school grounds. Students are advised to tell an adult if they see any unknown adult without a sticker.
- Counselors will be available for the rest of the week to talk with any students, parents, or staff about this unfortunate situation.

(Describe what parents can do.)

Here are some things you can do to help keep your child safe.

- Plan with your child about what to do if he/she is in a dangerous situation.
- Plan exactly what your child should do after school is dismissed. Walking home alone or loitering at school should be discouraged.
- Please follow all visitor procedures at school so that the staff and students know that you have been granted permission to be on campus.
- Please read all school mail that you receive. It is this way that we will notify you of any incidents of which you should be aware.
- If an assault of any type involves your child, it is very important to notify the police immediately. After this, we request that you also notify the school.

(Close letter)

Please feel free to call me at 555-5555 or email me at principal@school.edu if you have any questions or concerns.

Sincerely,