

WEAPON BROUGHT TO SCHOOL

Dear Parents,

(State purpose of letter)

This letter is to inform you that one of our students brought a hunting knife to school today. 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.

(Describe the situation)

The office received this information this morning. The student was immediately questioned. At no time was the knife brought out at school or used to threaten other students.

(Describe what was done.)

The superintendent's office and local law enforcement were notified. This was a violation of law; criminal charges will be brought in addition to school imposed disciplinary measures. The student involved will be subject to school board policy and appropriate laws that govern weapons on school grounds.

(Describe what parents can do.)

Please discuss this incident with your children and emphasize that it is against the law to bring weapons of any type to school. Also, please emphasize the importance of telling you or a staff member if there is a weapon at school. In this way, we are all working together to keep our school safe.

(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,