Dear Parents/Guardians,

As you know, the safety and welfare of students and staff are our highest priorities. I am writing to provide you with information and to assure you that our staff continues to take every step to ensure the safety of your student.

A student was arrested at his home for making threats against (Name] School this morning by officers from the [City/Town] Police Department. Another student had overheard the threats and informed their parent who immediately called the Police. We will continue to work with law enforcement as they continue to investigate this incident.

It is reassuring to know that the student who overheard the threat immediately reported it to their parent. This student’s action reinforces the importance of students telling a responsible adult anytime a student becomes aware of a potentially dangerous situation.

If you have any questions, please do not hesitate to call the school at [phone number].

Sincerely,