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.

Today a student reported seeing or thought [he/she] saw a weapon on campus. School administration officials immediately called the [City/Town] Police department and the school implemented a lockdown whereby all students were confined in their classroom. A thorough search of the campus was conducted and [Detail: enter results].

It is reassuring to know that the student promptly reported the incident to school staff. This student’s action reinforces the importance of students telling a responsible adult any time 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,