Date: [insert specific information]

Dear Parent/ Guardian:

We are writing to inform you of an activity that occurred at school today. We decided to bring police K-9’s on campus to search student lockers, bags, coats, and cars for the presence of illegal substances. The students were evacuated to an outside location on campus and were never in the presence of the highly trained animals or the police. We also conducted this drill in order to practice our evacuation procedures as well.

 The purpose of bringing the animals on campus is to act as a deterrent for students that may bring illegal substances to campus. The other reason is to provide help and counseling to those students that may have an issue of addiction. Our goal is not to get students into trouble but, to help them make better decisions and to protect all of our school family.

 The goal is to implement this activity a couple of times each year. The fact that this is a surprise will help to facilitate this exercise to be a deterrent for our students. A phone call home was also made at the time of this activity to help inform you of what is happening in school. If you did not receive this phone call please call us so that we can check what number is in our computer. Many schools have implemented this exercise in order to keep schools safe. If you have any questions or concerns, please call us at any time. We are always here for you and your son/daughter.

 Thank you for your time and cooperation. We look forward to working with you in the future to help keep our students safe.

Sincerely