Good evening, this is [Name] School Principal [Name] with an important message for all [School] students and families. Late Friday afternoon, we were notified that a threat was written on a student desk in a classroom. The threat stated that someone was going to bring a gun to school on [Day/Date]. We immediately contacted the Police, the Superintendent of Schools and the NEMLEC (Northeast Law Enforcement Council School) Threat Assessment Response System (STARS) Team. Since we take all threats seriously, we have developed a plan for [Day and Date]. Students are asked not to bring backpacks to school on [Day and Date] and all should enter through the front door. Metal detecting wands will be used on all who enter [Name] School.

Although we realize that this threat may be just a prank, we will take all measures necessary to ensure the safety of the students and staff of [Name] School.

We thank you for your cooperation.