Dear Parents/Guardians,

As you have been informed by the school department and [City/Town] Police, a student was identified by one of our staff members as posing a potential threat to other students at [Name of School] School. School Administration along with the [City/Town] Police Department are conducting a joint investigation into this matter. The safety of your sons and daughters is of utmost importance to us. In the coming days our goals will be to ensure the safety of staff and students at [City/Town] High School, maintain normalcy/stability of daily operations, and address any emotional needs of students, parents and staff. Ongoing assessment and updates will occur as information becomes available.

Following an incident such as the one we are dealing with, it is necessary to assess the needs of students and families as well as staff.  We are fortunate to have seasoned partners throughout the community who we are able to call upon the assist in the support of our school. Law enforcement, educators, and clinicians will join the administration faculty and staff to offer supports in the coming days.

Our faculty and staff will be briefed on {Date/Day] before school in order to inform them about the goings on and instruct them on protocol for students in need of support. We will give permission for students to access support services as needed and allow for flexibility and professional judgment when deemed necessary in the days ahead.

Please know that we are doing everything possible to ensure the support and safety of our school community. Any further questions should be directed to [Name, phone].