

SAMPLE LETTER
STUDENT BRINGS WEAPON TO SCHOOL — Elementary/Middle

September 12, 2004

To Our School Families,

Yesterday during recess, a student showed a small knife to another student. The incident was reported to the teacher, and the teacher immediately removed the knife from the student's possession. The student's parents were notified. We are working together to address the matter.

Several students witnessed this situation on the playground. Today, it is a topic of conversation and concern among a number of students. You may be hearing about it from your child.

The teacher intervened quickly and no one was harmed. We are taking every possible measure to prevent this kind of incident from happening again. Teachers are talking with students to clarify the matter and answer their questions.

Weapons of any kind are prohibited on school property. In accordance with Jefferson City Public Schools policy and as noted in the BUILDING Handbook, we will take appropriate action if any student is found in possession of a knife, gun or similar item. I encourage you to share this policy with your child, and to talk with him or her about the importance of responsible and respectful behavior. Through cooperation and support, we can keep our school a safe, secure place to learn.

If you have any questions, please do not hesitate to call or stop by my office.

Thank you,

Robert Jones
Principal

Note: This letter could be adapted for high school use by strengthening the “consequences” message and placing more responsibility on the student. For high school, the letter could be addressed to both parents and students.