

## **BOMB THREAT #5**

(Date)

Dear Staff and Parents:

I feel it necessary to inform you of a threat made to (school name). A message was found written on (place) this week. The message stated that a bomb or a person with a weapon would be present on (date).

We take all threats seriously. Any student(s) responsible will be prosecuted to the fullest extent. The administration is encouraging any person who has information concerning this threat to step forward. Names will be kept confidential.

Law enforcement has been notified and will be involved in monitoring our building closely. We are continuing to operate on a normal school schedule; however, additional law enforcement and district staff will be at the school on (date). Parents and students will be notified of any changes. Safety is our top priority. We will take all precautions to keep all students and staff safe.

Yours truly,

(Principal name)  
Principal