

CLOSING OF A SCHOOL BECAUSE OF THREATS
LETTER FROM THE SUPERINTENDENT

(Date)

Dear Parent or Guardian:

I am writing you regarding the closure of (school name) last (day) and to share some information on the process by which such decisions are made. Whether we are faced with poor weather, a power outage, or the threat of violence, the decision to run—or not run—school is made by me, rather than by the principal. We always review the facts and evaluate the situation based upon what we believe is in the overall best interest of our students. I always make such decisions after consulting with a team of staff members within the district. Usually, the decision is made with information from outside sources as well, such as the weather service, (name of utility provider), or public safety officials. In the case of (day) at (school name), the decision was made in consultation with the Chief for the (name) Police Department.

The (school name) incident is still under investigation by both the police department and the school district. However, a suspect was arrested this morning.

Classes resumed today (day) under conditions of increased security. As you know, we have a full time police officer assigned to (school name) campus and we also have (number) full-time security staff members, as well. Several access points to the campus were locked in order to force students through secured points of entry. As of this writing (time), there have been no incidents, attendance is about normal, and regular instruction is taking place in the classrooms.

We know that you are concerned for your children and their safety. We are, too. I realize that not everyone may agree with how we have handled this situation. Some parents have indicated that by closing the school on (day), we overreacted and caved in to threats. Several others believe that we did the right thing, but that we should not re-open (school name) for the remainder of the school year. My own belief is that we did the right thing by closing (school name) on (day) and by running school today. Naturally, we will continue to evaluate the situation on a day-to-day basis. As always, we respect your right as a parent to not send your child to school any time you believe it would be unsafe. The (school name) administrative staff is available to you and I encourage you to call them if you have any questions, concerns, or information regarding this matter.

Best regards,

(Superintendent name)
Superintendent