[**DEATH NOTIFICATION**](#kix.el79xr34iuqo)

1. Student
2. Student (auto accident, no name)
3. Staff member
4. Bus Driver

[**FACILITIES**](#kix.2m2tkvejkkxx)

1. Construction in school/change to calendar *(sample message)*
2. Demand Response (summer test)
3. Demand Response (hot weather event reminder, summer)
4. Demand Response (hot weather event reminder, school year)
5. No hot water
6. Power outage *(sample AM, PM, and early dismissal messages)*

[**HEALTH (STUDENT SERVICES)**](#kix.daig6vu0wgp4)

1. Immunization records needed

[**HUMAN RESOURCES**](#kix.lpj1oph1oeon)

1. Employee leave, LTS required (personal, medical, etc)
2. Principal announcements

[**INCLEMENT WEATHER**](#kix.rbufzknxkccb)

1. Two-hour delay
2. Remote Learning Day - Group A also remote
3. Remote Learning Day - Group A reports
4. Early Dismissal (unscheduled)

[**MEDICAL EMERGENCY (PERSONAL)**](#kix.tbu2uh16gi00)

1. During class
2. During drop-off or dismissal

[**MISCELLANEOUS**](#kix.hlrks7bqibt7)

1. Progress reports available (elementary

[**MOLD IN A BUILDING**](#kix.6fj7faodfp32)

1. *Sample messages, communication varies by situation*.

[**SAFETY & SECURITY**](#kix.33i9c5bxx9qg)

1. Canine sweep of parking lot (start of search)
2. Child luring/strange activity at bus stop
3. Domestic incident at school
4. Drills (general annual notification to families)
5. Fire alarm (false)
6. Fire alarm (minor fire)
7. Hacked platform *(sample message)*
8. Training drills at school by outside agency
9. Notification of threat (individual identified)
10. Pocket knife/weapon on person (no intent to harm)
11. Shots fired at football game (initial message)
12. Trespassing/Building in “hold” *(sample message)*

[**TECHNOLOGY**](#kix.on0x43tvuno9)

1. *Internet connectivity issues (sample message)*
2. Hacked platform (see safety/security)
3. Phone system outage *(districtwide - sample message)*
4. Phone system outage (DO transfer)
5. Phone system outage (singular building)

[**TRANSPORTATION**](#kix.f6440pd5iu8d)

1. Bus accident, minor, no injuries
2. Travel conditions due to flooding
3. General PM delays across district
4. Request alternate site (annual summer email)

**DEATH NOTIFICATIONS**

**(DEATH) - STUDENT**

Dear (INSERT SCHOOL) Families:

Messages such as this are so difficult to deliver to our school community. We are deeply saddened to inform you of the passing of one of our (INSERT GRADE) students. On (INSERT DATE), (INSERT STUDENT NAME) passed away (INSERT REASON, BUT ONLY IF PARENT GIVES THE OK. EXAMPLE: due to an underlying medical condition). Our heartfelt condolences are with (HIS/HER) family and friends during this very difficult time.

The death of a child is always a sad and troubling event and can often have a profound effect on the student’s friends and classmates. It is extremely important for children to have an opportunity to talk through their feelings and reactions in an age appropriate manner. Over the next few days, we recommend that you encourage your child to talk about how they are feeling while you listen attentively to what they’re saying and watch their behaviors.

Please know that we are here to help your family through this grief and have many supports available. We strongly encourage you to reach out to me should you like additional supports from the school district, should you wish to receive a list of community resources, or if you have any concerns regarding your child’s reaction to this loss.

I sincerely thank you for your concern and thoughts during this difficult time. Please keep (INSERT STUDENT NAME)’s family and friends in your thoughts.

With sincere appreciation,

(INSERT NAME)

(INSERT TITLE)

**(DEATH) - STUDENT (AUTO ACCIDENT, NO NAME)**

Dear (INSERT SCHOOL) Families,

Today is a sad day for our school and community as we learned of the tragic loss of one of our students who was involved in a fatal car accident. There is no greater tragedy than the death of a young person, and we offer our sincere condolences and continued support to the families affected.

Counselors will be available at (INSERT LOCATION) (TODAY, TOMORROW, DATE, ETC) to provide additional support for students and staff. These services will remain in place for as long as necessary, as this tragic news impacts our entire community.

Again, our administration wishes to convey our wholehearted condolences to all those affected by this sudden loss.

With a heavy heart,

(Principal Name)

(School Name)

**DEATH - STAFF MEMBER**

Dear Parents/Guardians of (INSERT SCHOOL) students:

Messages such as this are so difficult to deliver to our school community. We are deeply saddened to inform you of the passing of (INSERT NAME, TITLE, BUILDING). (INSERT CAUSE OF DEATH, BUT ONLY IF APPROPRIATE AND IF PERMISSION GRANTED BY FAMILY). Our heartfelt condolences are with (HIS/HER) family and friends during this very difficult time.

(INSERT A SENTENCE OR TWO ABOUT STAFF MEMBER - POSITION HELD, TENURE WITH DISTRICT, INVOLVEMENT WITHIN SCHOOL COMMUNITY, ETC)

Death is always a sad and troubling event and can often have a profound effect on our students. It is extremely important for children to have an opportunity to talk through their feelings and reactions in an age appropriate manner. We are sharing this information with you so that you may share with your child when and how you feel it most appropriate. Over the next few days, we recommend that you encourage your child to talk about how they are feeling while you listen attentively to what they’re saying and watch their behaviors.

Please know that we are here to help your family through this grief and have many supports available. We strongly encourage you to reach out to your child’s principal or counselor should you like additional supports from the school district, should you wish to receive a list of community resources, or if you have any concerns regarding your child’s reaction to this loss.

I sincerely thank you for your concern and thoughts during this difficult time. Please keep (INSERT STAFF MEMBER NAME)’s family and friends in your thoughts.

With sincere appreciation,

(INSERT NAME)

(INSERT TITLE)

**DEATH - BUS DRIVER**

*(To be sent to families of students on bus + staff in building)*

Dear Parents/Guardians of (INSERT SCHOOL) students on bus #(INSERT NUMBER):

Messages such as this are so difficult to deliver to our school community. We are deeply saddened to inform you of the passing of a longtime bus driver. Your child's driver, (INSERT DRIVER NAME), a bus driver with (INSERT CONTRACTOR NAME), passed away (INSERT TIMEFRAME). Our heartfelt condolences are with (HIS/HER) family and friends during this very difficult time.

Death is always a sad and troubling event and can often have a profound effect on our students. It is extremely important for children to have an opportunity to talk through their feelings and reactions in an age appropriate manner. We are sharing this information with you so that you may share with your child when and how you feel it most appropriate. Over the next few days, we recommend that you encourage your child to talk about how they are feeling while you listen attentively to what they’re saying and watch their behaviors.

Please know that we are here to help your family through this grief and have many supports available. We strongly encourage you to reach out to your child’s principal or counselor should you like additional supports from the school district, should you wish to receive a list of community resources, or if you have any concerns regarding your child’s reaction to this loss.

I sincerely thank you for your concern and thoughts during this difficult time. Please keep (INSERT BUS DRIVER’S NAME) family and friends in your thoughts.

With sincere appreciation,

(INSERT NAME)

(INSERT TITLE)

**FACILITIES**

**(FACILITIES) - CONSTRUCTION IN SCHOOL, SUMMER/CHANGE TO CALENDAR (SAMPLE LETTER)**

*Dear (INSERT BUILDING) Families,*

*Renovations are underway at (INSERT BUILDING), and we are excited for the benefits that will come to the building when the work is completed. While crews are in our buildings currently, the majority of the renovations will take place during the summer. With this said, we need to allow for our staff to clean up their rooms and pack their materials prior to the end of school so we are adjusting the calendar for (INSERT BUILDING) students only.*

*The last day of school for students at (INSERT BUILDING) will be (INSERT DATE). (INSERT BUILDING) students only will not have school on (INSERT DATE).*

*Thank you for your flexibility during this time. If you have any questions please feel free to reach out at (INSERT CONTACT INFO).*

*Respectfully,*

**DEMAND RESPONSE (ENERGY CURTAILMENT) - SUMMER TEST NOTIFICATION**

Dear staff,

Please be advised that power will be shut off in all district buildings (except Monroe) beginning at about (INSERT TIME AND DATE), and will remain off through approximately(INSERT TIME). As the power shuts off, backup generators will kick on to run basic things such as emergency lighting. During this time, there will be no air conditioning and no network access. The power outage is required as part of participation in the energy curtailment program in which the district has the ability to recoup energy dollars by reducing electrical consumption when requested.

Employees who would typically be at work during this time period (INSERT TIME AND DATE) are asked to plan accordingly for the day (i.e. plan to complete work during the power outage that does not require the use of the internet, printers, telephone, and network in general). If you have a laptop, you may want to ensure it has a full charge so that you may complete work that does not require network access.

At (INSERT TIME) tomorrow, (INSERT DATE), please begin to power down things such as your computers, fans, and lights prior to the Facilities Department completely powering down the building. If you're working on a laptop at that time, please close out email and any files that are saved on the network.

Thank you in advance for your cooperation and understanding. We apologize for any inconveniences this may cause.

**DEMAND RESPONSE (ENERGY CURTAILMENT) - HOT WEATHER EVENT REMINDER, NO ACTION REQUIRED, SUMMER**

As a reminder, each year the district participates in an energy curtailment program where we have the ability to recoup some energy dollars by minimizing energy usage when requested by the company. These curtailment requests typically occur on days when demand for energy is at its highest, such as on very hot and humid days. From the time administration receives the curtailment notice, the district has 30 minutes to power down our buildings. During this time, staff will receive an email to make them aware of what must be powered down. If this happens, keep in mind that there will be no air conditioning and no network access. Backup generators will kick on to run basic things such as emergency lighting.

This week has been hot and humid, and temperatures are expected to reach the 90s today and tomorrow. Therefore, we have been placed on alert for a possible curtailment request. If a curtailment is called, you will receive an email asking you to begin to power down things such as your computers, fans, and lights prior to a member of the Facilities Department completely cutting the power at each building.

This email is simply to make you aware that we have been put on alert; no immediate action is required. However, if you are in the buildings, you may want to ensure that in the event of a curtailment you have work to complete that does not require the use of the internet, printers, and network in general (if you have a laptop with a charged battery, this may be used to complete work that does not require network access).

Thank you.

**DEMAND RESPONSE (ENERGY CURTAILMENT) - HOT WEATHER EVENT REMINDER, NO ACTION REQUIRED, SCHOOL YEAR**

Dear Staff,

I apologize in advance for the lengthy email. However, the information below is time sensitive and important. Thank you!

As you may be aware, each year the district participates in an energy curtailment program where we have the ability to recoup some energy dollars by minimizing energy usage when requested by the company.

To date, the events in which we have been asked to curtail energy have primarily occurred during the summer months. However, events are most commonly called during periods of hot and humid weather, as we are currently experiencing. While an event has NOT been called at this time, we have been placed on high alert and, therefore, we are asking for your assistance in taking some preemptive measures.

What does this mean?

While many staff members are already mindful of much of this on a day-to-day basis, we ask that you participate in preemptive measures by doing the following:

* Turn off the lights in any room not in use.
* Consider dimming some of the lights in your classroom, if you so choose.
* Turn off any computers and monitors that are not in use.
* And anything else you're able to do to reduce energy usage without impacting the day-to-day education of our students.

If an event would be called, we have 30 minutes from the time of notification to respond. During this time, staff will receive an email to make them aware of required actions. If an event is called during school hours, the Facilities Department will possibly make adjustments to thermostats. However, all safety equipment will remain operable during this power reduction as will the computer network. Our objective during any school-hours energy curtailment event is to have minimal impact on the day-to-day education of our students.

Thank you.

**NO HOT WATER - HEATER REPLACEMENT**

Dear (INSERT SCHOOL) families,

It was noticed today that water throughout (INSERT SCHOOL) was not reaching temperatures as warm as usual. Our Facilities Department investigated and discovered that the hot water heater that services a majority of the building is not properly functioning and requires replacement. A new hot water heater has been ordered and will be installed (INSERT DATE).

Please remain assured that this necessary repair has not disrupted our ability to operate. Water will remain on and accessible for students and staff, sanitizer stations are plentiful throughout the building, and there is no disruption to food service. Additionally, the dishwashers in our kitchen have self-sustaining temperature “boosters,” which means that water within the equipment is able to reach temperatures appropriate for cleaning and sanitizing. Kitchen staff are also able to boil water as needed.

As always, we sincerely appreciate your patience, understanding, and support. Please do not hesitate to reach out to Dr. Parks if you have any questions.

Thank you.

**POWER OUTAGE (SAMPLE MESSAGES)**

*Dear (INSERT SCHOOL) families,*

*We are currently experiencing a power outage at (INSERT SCHOOL), caused by an internal mechanical issue. A backup generator has kicked on to power emergency lighting. The building also has water and heat.*

*We are currently investigating the outage. If we are unable to resolve the issue this morning, Wednesday, December 2, 2020, we may need to dismiss students early. We will keep in communication with you and will make you aware as soon as possible should an early dismissal be warranted.*

*We sincerely appreciate your support and patience.*

*Thank you.*

*Good morning (INSERT SCHOOL) families,*

*We apologize for the late notice, but (INSERT SCHOOL) will be operating on a 2-hour delay with modified kindergarten this morning, December 21, 2021, due to a recent power outage. The building is currently estimated to have power around 9:30 or 10:00 AM. Should conditions change, we will alert you when we receive additional information. Your child’s bus will arrive 2 hours after their scheduled time. Morning drop-off for students at (INSERT SCHOOL) will also be 2 hours after normal drop off time.*

*Thank you.*

*Dear (INSERT SCHOOL(S) families.*

*At approximately Noon today, Friday, September 17, 2021, power went out at all (INSERT SCHOOL/S)l. The power outage is due to (INSERT CAUSE). It is anticipated that the power will be out for several hours, which impacts our ability to ensure adequate ventilation in these buildings, which is an important COVID mitigation strategy. Additionally, the extended outage impacts lighting throughout the building.*

*As such, we will have an early dismissal for (INSERT SCHOOL/S) ONLY. Estimated dismissal times are as follows:*

* *(INSERT DISMISSAL SCHEDULE)*

*All students will be served lunch prior to dismissal. Afternoon kindergarten students will ride home on the bus with all elementary students. CPACTC students will be transported back to the High School to ride the bus home with all students.*

*Students who participate in afternoon activities should look for communication from coaches and advisors regarding today's plans.*

*Thank you for your patience and understanding.*

**HEALTH (STUDENT SERVICES)**

**(HEALTH) IMMUNIZATIONS MISSING - EXCLUSION FROM SCHOOL**

*(Secondary notification)*

Attention Parents/Guardians of (INSERT SCHOOL) Students:

You are receiving this message as our records indicate that we do not yet have on file the necessary immunization documentation for your current (INSERT GRADE) grader. You should have received letters in the mail recently to share the same information.

The Pennsylvania Department of Health requires a (INSERT NAME OF VACCINE) immunization for all students entering grade (INSERT GRADE). Current (INSERT GRADE) graders who do not provide this documentation will be excluded from school beginning on (INSERT EXCLUSION DATE), as required by the PA Department of Health.

If your child already received this vaccine and you feel that you are receiving this message in error, please provide an updated copy of the immunization from their physician. Otherwise, please contact your child’s physician or the PA Department of Health to arrange for your child to receive the required vaccine before (INSERT DATE). All paperwork must be submitted to the (INSERT BUILDING) nurse.

Thank you for your prompt attention to this important matter.

Please contact your building school nurse for questions.

**HUMAN RESOURCES**

**(HUMAN RESOURCES) EMPLOYEE LEAVE, LTS REQUIRED (PERSONAL, MEDICAL, ETC)**

Dear (INSERT SCHOOL NAME) families,

I am writing to make you aware that your child’s teacher, (INSERT TEACHER NAME), will be out of the classroom for personal reasons beginning on (INSERT EFFECTIVE DATE). I appreciate that you understand, due to privacy, that I am unable to provide further details.

(INSERT SUB NAME), a substitute at (INSERT SCHOOL OR DISTRICT NAME) for the past (INSERT NUMBER) years, will be filling in for (INSERT TEACHER NAME) until her return. As our (INSERT GRADE) team of teachers and I work closely with (INSERT SUB NAME), please remain assured that our continuing goal is to support all of our children and families.

We appreciate your understanding and support as we partner together to ensure your child’s education remains our priority. Should you have any questions, please do not hesitate to contact me.

Sincerely,

(INSERT NAME)

Principal

**(HUMAN RESOURCES) PRINCIPAL ANNOUNCEMENT - PENDING BOARD APPROVAL**

Dear (INSERT BUILDING) Families:

At its meeting on (INSERT DATE), our Board of School Directors is expected to take action on an administrative recommendation to appoint (INSERT APPOINTEE NAME) as the new principal of (INSERT BUILDING NAME). (INSERT SENTENCE THAT DISCUSSES WHO THE APPOINTEE WILL REPLACE AND WHY).

(INSERT SENTENCE DETAILING CURRENT POSITION APPOINTEE HOLDS)

(INSERT QUOTE FROM APPOINTEE)

(INSERT BACKGROUND INFO ABOUT APPOINTEE)

(INSERT COMMENT FROM DISTRICT REPRESENTATIVE)

(INSERT QUOTE FROM SUPER/ASST SUPER/ETC)

(INSERT APPOINTEE’S EDUCATIONAL BACKGROUND INFO)

Pending board approval, it is anticipated that (INSERT APPOINTEE NAME) will begin (HIS/HER/THEIR) transition to (INSERT SCHOOL) (INSERT TIMEFRAME).

Thank you.

**INCLEMENT WEATHER**

**(INCLEMENT WEATHER) TWO-HOUR DELAY**

Dear (INSERT SCHOOL/DISTRICT) Families,

(DUE TO IMPENDING WEATHER/DUE TO FORECAST FOR …), all (INSERT SCHOOLS/DISTRICT) will operate on a TWO-HOUR DELAY with modified kindergarten (TODAY/TOMORROW, DATE). Designated employees should report as directed by your supervisor. All other employees should follow procedures previously set forth by the District.

As always, please visit our website for the most up-to-date information.

Thank you and stay safe.

**(INCLEMENT WEATHER) REMOTE LEARNING DAY-Group A also remote**

Due to (CONTINUED INCLEMENT WEATHER/ROAD CONDITIONS/FORECAST FOR INCLEMENT WEATHER), **all CV schools will transition to a Flexible Instruction/remote learning day (TODAY/TOMORROW, DATE).** Families will receive communication from principals and/or teachers regarding specific school and class schedules for the day.

**All buildings and offices will also be closed.** Designated staff should report as directed by your supervisor. All other staff should follow our Inclement Weather Reporting Schedule as previously shared.

Thank you and stay safe.

**(INCLEMENT WEATHER) REMOTE LEARNING DAY - Group A report to building**

Due to (CONTINUED INCLEMENT WEATHER/ROAD CONDITIONS/FORECAST FOR INCLEMENT WEATHER), **all CV schools will transition to a Flexible Instruction/remote learning day (TODAY/TOMORROW, DATE).** Families will receive communication from principals and/or teachers regarding specific school and class schedules for the day.

Designated staff should report as directed by your supervisor. All other staff should follow our Inclement Weather Reporting Schedule as previously shared. Group A employees may report two hours later than your normal start time.

Thank you and stay safe.

**(INCLEMENT WEATHER) EARLY DISMISSAL, UNSCHEDULED**

Good morning. Due to the forecasted inclement weather, all (INSERT SCHOOL/DISTRICT) schools will dismiss early today, (INSERT DATE). The dismissal schedule is as follows:

* Middle Schools - (INSERT TIME)
* 9th Grade Academy - (INSERT TIME)
* High School - (INSERT TIME)
* Elementary schools, including extended day kindergarten - (INSERT TIME)
* Virtual Academy - (INSERT TIME)

There will be no afternoon kindergarten. Morning kindergarten will dismiss at their normal time of 11:30 AM.

Extended Day Kindergarten will ride home on their morning bus with all elementary students. Lunches will be served. All after school and evening activities are cancelled. As always, please visit our website for the most up-to-date information. Thank you.

**MEDICAL EMERGENCY (PERSONAL)**

**MEDICAL EMERGENCY DURING CLASS (DETAILED)**

Dear (INSERT SCHOOL) Parents/Guardians,

Today, (INSERT DATE) during class, a (STUDENT/STAFF MEMBER) experienced a personal medical emergency. All other students were immediately moved from the classroom and medical personnel were responded to provide appropriate care.

Please remain assured that we have plans in place to deal with situations like this. In this instance, the staff members involved responded quickly and appropriately to provide for the health and safety of all students. Our school counselor, (INSERT NAME), was available to support staff and the students in better understanding what had occurred and to help them work through their fears.

When situations like this occur, it can be upsetting to students, staff, and our families. Please reassure your child that the (STUDENT/STAFF MEMBER) who became ill received the attention that was needed. The (INSERT SCHOOL) staff is prepared to deal with such situations

and will keep children safe. All staff members are trained in first aid.

Although we can’t prevent all medical emergencies, we prepare so that we are ready

to handle these emergencies quickly and safely. If you feel your student will need

additional support at school because of this experience, please let your child’s

teacher or (INSERT COUNSELOR, SOCIAL WORKER, ETC) know.

Sincerely,

(NAME OF PRINCIPAL)  
Principal

**MEDICAL EMERGENCY AT DROP-OFF OR PICKUP (SIMPLE)**

Dear (INSERT SCHOOL) families,

The purpose of this email is to make you aware that during this (MORNING’S/AFTERNOON’S) (DROP-OFF/PICK-UP) at (INSERT SCHOOL), a (STUDENT/STAFF MEMBER/INDIVIDUAL) experienced a personal medical event in which first responders arrived on scene. We share this information in an effort to ensure families that at no time were students and staff in danger. We are working directly with the individual and first responders.

We sincerely appreciate your understanding in this matter.

Thank you.

Sincerely,

(NAME OF PRINCIPAL)  
Principal

**MISCELLANEOUS**

**(MISCELLANEOUS) PROGRESS REPORTS AVAILABLE (ELEMENTARY)**

Dear Parents/Guardians of Elementary Students:

Please be advised that, if you are not already aware, your child’s progress report is now available in your Mastery Connect account. Only subjects assessed in our (FIRST, SECOND, THIRD) trimester will be displayed on the progress report. Families have continuous access to student progress and learning through our Mastery Connect parent portal, and we’re happy to share a snapshot of their learning at the end of our (FIRST, SECOND, THIRD) trimester. Please contact your child’s teacher if you have questions about mastery of concepts and standards. Special Education and other departmental progress reports are sent home with children.

Login information to set up your child's account with Mastery Connect was sent to the primary/guardian #1 email address we have on file in Skyward. Please follow the directions in the email and then use your email address to create your account password. Families who used Mastery Connect last year will continue to log in using the same password as previously used. If you cannot log into Mastery Connect, please call your child's school office.

Thank you.

**MOLD (SAMPLE MESSAGES)**

**(MOLD) SAMPLE MESSAGES**

Dear (INSERT SCHOOL/DISTRICT) families:

*As you may be aware, earlier today we discovered the presence of mold in two classrooms at (INSERT SCHOOL). We believe the mold is the result of increased humidity levels within the building caused by pipes that began to sweat, dripping condensation onto ceiling tiles. As a result, the decision was made to dismiss (INSERT SCHOOL) students early so that crews were able to begin a thorough and comprehensive cleaning of the building, to replace ceiling tiles, to complete remediation, and to do both pre- and post-testing of air quality conditions.*

*It is important to note that throughout the summer and the start of the school year, our Facilities team has been extremely proactive in combating mold in all buildings throughout the district. Such efforts have included intensive visual searches, proactive dehumidification, and thorough cleanings occurred across the district throughout the summer, in combination with daily cleanings and inspections of our buildings since the start of school.*

*Mold that was clearly not present during summer cleaning can develop unseen. It is important to remember that mold can grow in as little as 24 to 48 hours, sometimes not accompanied by musty smells and not easily seen in well-lit spaces and under surfaces. Our recent weather conditions, in conjunction with the three-day weekend, were ideal for mold development.*

*Throughout the summer, fall, and on warmer days, we will continue daily visual inspections and will take the appropriate response as necessary based upon our findings.*

*As always, we appreciate your continued support and understanding, and we will provide you with any additional updates as necessary.*

*Sincerely,*

*Dear (INSERT SCHOOL/DISTRICT) families,*

*As we shared yesterday, our maintenance and custodial crews have been working hard to complete daily visual inspections in all of our buildings due to high humidity and temperatures, which are ideal conditions for mold growth.*

*This morning, a small and isolated surface area of mold was identified in (INSERT SCHOOL) classroom #(INSERT ROOM NUMBER). The students in this classroom were immediately relocated to another room in the building and crews immediately began to clean and dehumidify the room. We believe the frequent opening and closing of a refrigerator in the room, combined with high temperatures, caused higher-than-normal humidity levels in the area where the small patches of mold formed.*

*We do not believe that there was a need to dismiss students as the instance was small, confined, and isolated in one room.*

*As we have shared previously, our Facilities team has been extremely proactive in combating mold. Intensive visual searches, proactive dehumidification, and thorough cleanings occurred throughout the summer, in combination with daily cleanings and inspections. These proactive and preventative measures will continue across the district.*

*Mold that was clearly not present during summer cleaning can develop unseen. It is important to remember that mold can grow in as little as 24 to 48 hours, sometimes not accompanied by musty smells and not easily seen in well-lit spaces. Our recent weather conditions, in conjunction with the three-day weekend, were ideal for mold development.*

*To that end, we also are aware that weather conditions ideal for mold growth will continue and, therefore, the potential exists for the identification of other isolated incidents. While we will communicate directly with parents of students in an impacted area, the level/method to which we communicate with the building as a whole and/or the district as a whole will be dependent upon the specific incident and conditions. As an example, we felt it important to notify all parents districtwide when a building needed to be closed for cleaning over a 24-hour period. However, a smaller, isolated incident might only require notification to staff and parents of a building.*

*As always, we appreciate your continued support and understanding.*

*Sincerely,*

*Dear (INSERT SCHOOL) families,*

*As we shared this week, our maintenance and custodial crews have been working hard to complete daily visual inspections in all of our buildings due to high humidity and temperatures, which are ideal conditions for mold growth.*

*Today, the decision was made to keep students out of (INSERT SCHOOL) classroom #(INSERT ROOM NUMBER). The decision was made due to a slightly higher-than-normal spore count – but NO visible mold – in the classroom. Crews completed a cleaning and dehumidification process in the room throughout the day. We did not believe that there was a need to dismiss students as the instance was confined and isolated in one room.*

*As we have shared previously, our Facilities team has been extremely proactive in combating mold. Intensive visual searches, proactive dehumidification, and thorough cleanings occurred throughout the summer, in combination with daily cleanings and inspections. These proactive and preventative measures will continue at (INSERT SCHOOL) and across the District.*

*Mold that was clearly not present during summer cleaning can develop unseen. It is important to remember that mold can grow in as little as 24 to 48 hours, sometimes not accompanied by musty smells and not easily seen in well-lit spaces. Our current weather conditions, in conjunction with the recent three-day weekend, were ideal for mold development.*

*As always, we appreciate your continued support and understanding.*

**SAFETY & SECURITY**

**(SAFETY & SECURITY) CANINE SWEEP, PARKING LOT, START OF SEARCH**

Dear (INSERT SCHOOL) Parents/Guardians,

We kindly ask that you please take a moment to read the entirety of this message.

We want to make you aware that there is a scheduled, **NON**-emergency canine sweep of the parking lot currently in progress at (INSERT SCHOOL). If the sweep would necessitate the search of a specific vehicle, we will first attempt to notify the appropriate parent or guardian. It is important to note that these sweeps are arranged in advance and held periodically throughout the school year.

As always, we sincerely appreciate your support and understanding.

Thank you.

**(SAFETY & SECURITY) CHILD LURING/STRANGE ACTIVITY AT BUS STOP (SAMPLE)**

*Safety of our students and staff is of paramount priority. As such, we are sharing important information about an incident that took place on (INSERT DATE) in the (INSERT NAME) neighborhoods. Parents of students in these neighborhoods have reported to (INSERT POLICE DEPT NAME) that a suspicious vehicle was spotted numerous times sitting in the areas of bus stop locations. There are no indications that the driver of the vehicle has approached any children or has done anything inappropriate.*

*In light of the above situation, we would like to take this opportunity to remind parents and students to report suspicious activity to the police. Additionally, we encourage you to please review the following safety precautions with your children:*

* *Whenever feasible, children should walk in groups or pairs rather than alone when walking to and from school.*
* *If someone follows them on foot, children should get away as quickly as they can by going to someone's house they know or run toward other people.*
* *If a car pulls beside a child, the child should turn around and go in the opposite direction if they do not know the driver.*
* *Children should avoid shortcuts through empty parks, fields, or alleys.*
* *Children should be taught to recognize suspicious behavior and remember a description of the person or vehicle to give to the police.*
* *Children and parents should communicate about any after school plans.*

*(LINK TO ADDITIONAL SAFETY TIPS)*

*We encourage parents/ guardians to reinforce these safety tips with their children and to ask them to take the same precautions during non-school hours and on weekends. Additionally, please do not hesitate to reach out if you would like any additional resources, or if you feel your child would benefit from meeting with a member of our Student Services team.*

*If you have additional questions, please feel free to contact your child’s building principal. As always, we sincerely appreciate your continued partnership, support, and understanding.*

*Sincerely,*

**(SAFETY & SECURITY) DOMESTIC INCIDENT AT SCHOOL - SAMPLE MESSAGE**

*Dear (INSERT BUILDING) Families,*

*The purpose of this email is to make you aware that a personal situation between two adults (who are not school employees) occurred during afternoon dismissal today, Wednesday, February 16, 2022. District administration is working with law enforcement as necessary.*

*We share this information in an effort to ensure families that at no time were students and staff ever in danger.*

*We sincerely appreciate your understanding in this matter.*

*Thank you.*

**(SAFETY & SECURITY) DRILLS - GENERAL NOTIFICATION TO FAMILIES**

Dear (INSERT SCHOOL/DISTRICT) Families:

As part of our school safety and security process, and as mandated by law, students and staff in each of our buildings will participate in a school security drill during the month of (INSERT MONTH). We recognize that it is critically important to prepare our school community for any potential real-life security incidents by providing our students and staff with these mandated training opportunities.

As always, please do not hesitate to reach out to your child’s building principal should you have any questions.

Thank you for your support and understanding.

*Please note: Students and staff will continue to practice fire drills on a regular basis throughout the school year.*

**(SAFETY & SECURITY) FIRE ALARM - FALSE**

Dear (INSERT SCHOOL) Families,

We are writing to make you aware that at approximately (INSERT TIME) today, (INSERT DATE), an automatic fire alarm sounded in the building. District and emergency personnel immediately responded and an investigation determined the alarm to be FALSE OR Students and staff were immediately and safely evacuated and emergency personnel arrived on scene to investigate. At no point were students or staff ever in danger. The false alarm is believed to have been caused by (INSERT REASON. EXAMPLE: a faulty sprinkler head).

Thank you.

**(SAFETY & SECURITY) FIRE ALARM - MINOR FIRE**

Dear (INSERT SCHOOL) families:

Please be advised that (THIS MORNING/THIS AFTERNOON/SPECIFIC TIME) the fire alarm sounded at (INSERT SCHOOL). Students and staff were immediately and safely evacuated or held from entering the building. Emergency personnel arrived on scene to investigate. It was determined that the cause of the alarm was (INSERT CAUSE. EXAMPLE: a minor electrical fire that was contained within a steamer unit in the kitchen. Smoke was vented through the kitchen hood system to the outside). Upon completion of the investigation by emergency personnel, students and staff safely returned to the building.

As always, thank you for your support and understanding.

Thank you.

**(SAFETY & SECURITY) HACKED PLATFORM - SAMPLE MESSAGE**

*District administration was notified first thing this morning of a very inappropriate image being circulated through a small number of accounts on Seesaw. Immediately upon learning of the image, our technology department began an investigation and temporarily blocked student access to Seesaw through our filtering software.*

*We understand that situations such as this can be concerning and, for that, we sincerely apologize.*

*This is not an issue local to (INSERT DISTRICT) as many other districts are reporting a similar situation.*

*Our initial investigation revealed that an individual(s) gained unauthorized access to several parent, or “Families,” Seesaw accounts and used those accounts to send an inappropriate image through the platform to some of our staff. In some cases, the image was sent to a group of parents within the building. We are not aware of the image being shared with any student accounts.*

*It is important to note that this is NOT a breach of (INSERT DISTRICT) system, but is in fact an issue with Seesaw. Seesaw is aware of the issue and we are awaiting a corrective action plan from them.*

*In the meantime, we highly encourage all parents to change their personal password to their Seesaw account by going to https://app.seesaw.me/#/reset\_password. Student access to Seesaw has been suspended while we work to address the concern.*

*Thank you to all who reported this issue. We sincerely appreciate your understanding.*

**(SAFETY & SECURITY) TRAINING DRILLS AT SCHOOL BY OUTSIDE AGENCY**

Dear (INSERT SCHOOL) Families,

We want to make you aware that, should you be traveling near (INSERT SCHOOL) (THIS MORNING/EVENING), (INSERT DATE), you may see multiple police cars in the area of the building. There is NO cause for concern and there is NO emergency; law enforcement officers are simply using our building for the purpose of training. We are proud to host these officers, who work tirelessly to protect and serve our community. Again, officers are simply using the building for training and there is NO cause for concern.

As always, we sincerely appreciate your understanding.

Thank you.

**(SAFETY & SECURITY) NOTIFICATION OF THREAT - SAMPLE LETTER**

*Attention (INSERT SCHOOL) parents and guardians:*

*Safety of our students and staff is of paramount importance. To that end, we want to make you aware that this afternoon it was brought to the attention of building administration that a student indicated during a private chat with another student the possibility of a threat at (INSERT SCHOOL) tomorrow, November 9, 2020. Local law enforcement was immediately notified and began an investigation.*

*The individual who made the threat has been identified and the threat has been deemed to not be credible. While privacy laws prohibit us from discussing discipline of any specific individual, we can assure you that any student found responsible for making threats of violence will face consequences as allowable by both District policy and law.*

*We all play a vital role in any school-wide safety effort; it is the duty and responsibility of students, staff, and families to report any potential threats to the proper individuals. We appreciate the concern and help of the individuals who have taken this responsibility seriously by notifying the appropriate authorities of the message.*

*We will issue future updates should there be a change in information that would necessitate we do as such. This will allow your family to base any decision that you make on fact rather than on rumors that are often spread through social media.*

*As always, we sincerely appreciate your understanding.*

*(INSERT NAME)*

*(INSERT TITLE)*

**(SAFETY & SECURITY) - POCKET KNIFE/WEAPON ON PERSON (NO INTENT TO HARM)**

Dear (INSERT BUILDING) families.

It was brought to the attention of building administration (THIS MORNING/AFTERNOON/EVENT) that a student was in possession of a (POCKET KNIFE/WEAPON/TOY, LOOK-ALIKE, ETC).

(Provide details … student had in backpack and, during lunch, displayed to a classmate … etc).

**There was never any intent to harm and students and staff were never in any danger**.(INSERT ADMINISTRATOR NAME) took appropriate action upon notification and consequences were addressed between the student and the child’s parents/guardians.

We would kindly ask that you continue to partner with us in creating a safe learning environment for all students by reinforcing with your children that weapons, to include pocket knives, toys, and look-alikes, are neither appropriate for, nor permitted in, our schools.

As always, we sincerely appreciate your continued support and understanding.

Sincerely,

(NAME)

(TITLE)

**(SAFETY & SECURITY) - SHOTS FIRED AT FOOTBALL GAME (BASIC AND MORE DETAILED)**

Dear (INSERT SCHOOL) Families:

We are aware of reports of shots fired near tonight’s (HOME/AWAY) football game at (LOCATION - IF AWAY). This is an active police investigation and we have limited information to share at this time. At present, we are not aware of any injuries, and our student athletes, marching band, and additional student participants are in the process of being transported back to (LOCATION.) We appreciate your patience, as our full focus is on ensuring the safety of our students. Please remain assured that we will issue further communication as additional information becomes available.

**OR**

Dear (INSERT SCHOOL) Families:

All students and staff are reported safe and uninjured following reports of gunshots fired at tonight’s away football game against (INSERT SCHOOL). While we do not have many details right now, we want to assure families that our students and staff who were at the game are safe.

We have several staff members who attended the game, including (LIST ADMIN ON SITE). They are on site providing support to students and working to get all our students transported back to (INSERT LOCATION).

If your child is part of the band, football team, cheer team, or (ADD ANY ADDITIONAL GROUPS IN ATTENDANCE), you will be able to pick them up at (LOCATION). (INSERT LAW ENFORCEMENT NAME) will be at the high school to ensure everyone’s safety.

We will be working with law enforcement and (INSERT OTHER DISTRICT OR ANYONE ELSE) as they investigate. The safety of our students is our top priority, and we will keep you updated about important safety matters at our schools.

**(SAFETY & SECURITY) - TRESPASSING ON PROPERTY/BUILDING IN HOLD (SAMPLE LETTER)**

*Dear (INSERT SCHOOL) families:*

*The purpose of this email is to make you aware that this (MORNING/AFTERNOON) a situation occurred at (INSERT SCHOOL) in which the police were requested on scene to address an individual who was trespassing on the property. At no point did the individual leave the confines of the main office and the situation never presented a danger to the students or staff in the building.*

*For approximately 10 minutes while law enforcement handled the situation, the building went into a “hold.” This simply means that students and staff remained in their classrooms and learning activities continued. Building leadership worked directly with the individual and with law enforcement.*

*We sincerely appreciate your understanding in this matter.*

*Thank you.*

**TECHNOLOGY**

**(TECHNOLOGY) INTERNET CONNECTIVITY ISSUES - SAMPLE LETTER**

*Dear Families,*

*Currently, our internet service provider is experiencing issues with internet connectivity, which is also affecting our ability to connect to the internet. Because devices are filtered through our school, you will see the same issues on your school-issued device at home as we experience in our buildings. Our provider is aware of the issue and they are working to resolve it promptly. We will update you as we know more information.*

*Please note: Due to the requirement to authenticate your login through our system, student access to Schoology (on both a personal or school-provided device) will also be impacted.*

*Thank you for your patience as we work through this issue.*

**(TECHNOLOGY) PHONE SYSTEM OFFLINE (ENTIRE DISTRICT) - SAMPLE MESSAGE**

*Dear (INSERT SCHOOL/DISTRICT) Families:*

*We are currently experiencing issues with our phone system. As a result, the entire system must be taken offline beginning at about 11 a.m. today (October 15, 2020). It is anticipated that the reboot (repair) will take approximately 20 minutes. During this time, we will not be able to make or receive any telephone calls. If you have an emergent need that requires immediate attention during the outage, please email the appropriate staff member. We will update our website when the phone system is repaired.*

*We sincerely appreciate your understanding and patience.*

**(TECHNOLOGY) PHONE SYSTEM OUTAGE (if transfer from DO to building works)**

Dear (INSERT SCHOOL NAME) Families:

We are currently experiencing issues with our phone system. Should you need to reach us during the outage, please email the appropriate staff member. If you have an emergent issue that requires that you speak with someone immediately, please dial (INSERT PHONE NUMBER) and follow the prompts to be connected with the District Office.

We sincerely appreciate your understanding and patience.

**(TECHNOLOGY) PHONE SYSTEM OUTAGE (SINGULAR BUILDING, transfer from automated system)**

Dear (INSERT SCHOOL) Families:

We are currently experiencing issues with our phone system at (INSERT BUILDING). Should you need to reach us during the outage, please email the appropriate staff member. If you have an issue that requires that you speak with someone, you may dial (INSERT PHONE NUMBER) and follow the prompts to be transferred to (INSERT SCHOOL).

We sincerely appreciate your understanding and patience.

**TRANSPORTATION**

**(TRANSPORTATION) BUS ACCIDENT - MINOR - NO INJURIES**

Send the notification to:

1. School principal and secretary(ies) so that they know what we are communicating to parents.
2. Send to parents/guardians of students on the bus. Copy Communications Specialist, Superintendent’s Office, appropriate Assistant Superintendent’s office, front desk, and Safety and Security office.
3. Notify the Student Services Department and building nurse.

Dear (INSERT SCHOOL) parents/guardians of students on bus #(INSERT NUMBER):

While en route (TO/HOME FROM) school today, (SCHOOL) bus #(INSERT NUMBER) was involved in a minor auto accident (DESCRIBE LOCATION). Initial reports indicate that there are no injuries.

Police are on scene and will assist in safely transitioning students from their current bus to a replacement bus. OR Police have responded to the scene to ensure continued safety.

Upon release from the scene, students will be transported to their (SCHOOL/NORMAL BUS STOP). While, at your discretion, you certainly may have your child evaluated by a medical provider of your choice, please know that all students on the bus will be evaluated by the school nurse upon arrival at school (TODAY/TOMORROW MORNING).

As always, we sincerely appreciate your patience and understanding.

**(TRANSPORTATION) TRAVEL CONDITIONS DUE TO FLOODING**

Dear (INSERT SCHOOL/DISTRICT) Families:

Several roads throughout the (INSERT DISTRICT/ATTENDANCE AREA) are impacted by rains and flooding. Please be aware that, while our bus drivers plan to travel their normal AM/PM routes (TODAY/TOMORROW), (INSERT DATE), buses are not permitted to travel on roads that have been closed or are impassable due to flooding. If your family lives in an area in which bus drivers are unable to access to provide transportation – and you are unable to make alternate arrangements to get your child to/from school – please contact your child’s school office upon the building’s opening.

Please also note that, as always, travel conditions often impact actual daily pick-up/drop-off times.

Thank you

**(TRANSPORTATION) GENERAL PM DELAYS ACROSS DISTRICT**

Dear (INSERT DISTRICT/SCHOOL) Families,

Please be advised that, (INSERT DESCRIPTION, EXAMPLE: due to heavy traffic congestion on Interstate 81 which is impacting surrounding roadways), some buses throughout the district might be delayed in arriving home this afternoon (INSERT DATE). We apologize for the delay and sincerely appreciate your patience and understanding.

Thank you.

**(TRANSPORTATION) REQUEST ALTERNATE SITE (ANNUAL SUMMER EMAIL)**

Dear (INSERT DISTRICT/SCHOOL) Families,

If you need to request an alternate bus stop for your child (a location other than their home address), an online request must be completed using the Alternate Bus Assignment form available at (INSERT WEB ADDRESS). Past information is not retained from year to year.

Please complete the form no later than (INSERT DATE), to ensure your request for an alternate stop is in place prior to the start of the (INSERT SCHOOL YEAR) school year. Requests received after that date will still be processed. However, the change, once approved, may not go into effect until after the start of the school year.

Reminder: This form only needs to be completed if you wish to request an alternate bus stop for your child (a location other than their home) for the (INSERT SCHOOL YEAR) school year.

Note: Bus stop changes will not be implemented until you receive a confirmation email from the Transportation Department indicating that your request has been approved.

Please contact the Transportation Department at (INSERT EMAIL) with any questions.

Thank you.