



## Parental Notification - Sample Notification Text and Emails:

Reference is made to the To the Administrator Addressed (TAA) dated September 7, 2023 regarding House Bill 3 Model Standards for Parental Notification.

The following are provided as sample notification text and email messages; however, it is not mandatory that these samples be utilized. The samples are provided for informational purposes. It is a best practice that school systems develop and adopt scripted language, to the extent practicable, for notifications.

### 1. Evacuation

*(School Name)* students/staff are evacuating to *(site name)*. Parents can pick their students up at *(site name)*. Please help us keep your children safe by staying calm and patient. Administrators and staff are on-site to help parents retrieve their children safely. **(\*\* Add bus rider pick up information)**. Thank you.

Follow up — Update *(time/date)*. All *(school name)* students have now been picked up by a parent or guardian. Thank you for your help and cooperation.

Follow up — Update *(time/date)*. **(Share plans for the following school day or days ahead)**

### 2. Severe Weather

*Due to extreme weather conditions, all (ISD name) facilities will be closed (day(s) and date(s)). Please continue to check our normal communication outlets for further updates. We plan to resume classes on (date). Thank you and please stay safe.*

### 3. Lockdown

*There is an active situation at (campus). The school is now in "LOCKDOWN" status. Please avoid the area. We will update you as information becomes available. Thank you.*

Follow up — Update *(time/date)*. As of *(time)*, the active situation is isolated to *(campus and/or area)* OR is taking place in *(multiple locations of schools)* OR is *(no longer active)*.

Follow up — Update *(time/date)*. ALERT: Parents, please do NOT go to the school. We will share additional information regarding pick up time and location.

Follow up — Update *(time/date)*. Parents, you may pick up students at *(time/location)*. Thank you.

#### 4. **Dangerous Situation**

*Just after **(time and day)**, a small fire was discovered in the **(area)** at **(school name)**. All students and staff were safely evacuated from the campus. First responders arrived quickly to the campus to assess the situation. The fire was contained to **(one bathroom, one closet, etc.)**. We applaud the quick actions of staff and students to get out of the building safely during this incident. Thank you.*

#### 5. **Threat via Social Media**

**(LEA)** Families,

*Early this morning we were made aware of a concerning statement made by a student circulating on social media. The **(name of agency)** Police Department immediately responded and located the student suspected of making the comments. The police are with that student at the student's home.*

*I want to thank our local law enforcement partners and the **(LEA)** Safety and Security Department for the quick response to this situation. I am incredibly grateful to the students and families who reported seeing the comments on social media. We always encourage anyone with knowledge about threats, whether they are credible or not, to immediately inform campus administration or another trusted adult on campus.*

*I want to encourage you to please talk to your children about the serious nature of making threats because those words can lead to significant legal consequences. It is also important to remind students to report suspicious or concerning behavior rather than sharing information on social media.*

*Thank you for helping keep **(LEA)** safe, and for partnering with us in the education of our students.*

#### 6. **Report of a Weapon on Campus**

**(LEA)** Families,

*I believe it is important to inform you of situations on our campus, even if your child may not have been directly impacted. We received information this week that a student may be in possession of a weapon on campus.*

*School administrators, the school resource officer, and **(name of agency)** Police Department responded immediately, and the situation has been fully investigated. No threat was made against the school or any*

*individual; however, we did discover through the investigation that the student had a toy gun and showed it to students on the bus.*

*I want to assure you, appropriate disciplinary consequences will apply, but federal law prohibits us from sharing any of that specific information. I am grateful to the students who reached out to a trusted adult to report this information.*

*(LEA) and our local law enforcement partners take very seriously the safety of our students.*

## **7. Threat via Voicemail**

*(LEA) Families,*

*We need to make you aware of a situation that has been investigated by both (LEA) and the (name of Agency) Police Department. Late this afternoon, our campus received a voice message making threatening statements, which was immediately reported to our campus School Resource Officer (SRO).*

*(Name of agency) Police Department has fully investigated the situation and determined there was no real threat to the campus. The (neighboring LEA name) received a similar call during the same time frame, and we are learning other schools in the (LEA's geographical area) received similar calls as well.*

*We take any threat against our campus seriously. I want to encourage you to please talk to your children about the serious nature of making threats because those words can lead to significant district and legal consequences.*

*Please know, we ALWAYS take these situations seriously and investigate them fully. I want to assure you, if we believe at any point there is a legitimate threat to our campus, we will immediately communicate with parents via phone calls, emails, and social media postings. There is nothing more important to us than the safety of our students and staff.*