

Dear Parents, Students, and Staff,

I write to inform you about an incident that occurred today, [DATE AND TIME] and what we did to address it.

One of our students arrived at school at approximately 1:15 p.m. and as part of established school processes the student was asked to submit to a “self-search” of his belongings. As part of that search, first a bullet and then a handgun were discovered. School administrators immediately followed established procedure and secured the handgun as well as securing the student. Montgomery County Police were contacted and upon arrival took the student into custody. We also contacted the MCPS Department of Systemwide Safety and Emergency Management and MCPS leadership to assist in this matter.

This is a very serious matter and I am requesting that you take a moment with your child to reinforce the seriousness of bringing anything to school that could be considered to be a weapon. Weapons of any kind may not be brought to school, and students are subjected to serious disciplinary actions in alignment with the [MCPS Student Code of Conduct](#) and potentially in violation of the law.

I want to thank our school staff for their commitment to our established safety procedures and working to ensure this matter was handled professionally. I also appreciate your cooperation and appreciate you discussing this issue with your child so that we can work together to maintain a safe and nurturing learning environment at [SCHOOL NAME] If you have any questions don't hesitate to contact the school at [NUMBER].

Sincerely,

NAME

Principal

SCHOOL