

# PARENT OF AFFECTED STUDENTS FORM LETTER

## APPENDIX G

Drafted Letter to Parents If and When a Student Exhibits Dangerous or Challenging Behaviors Affecting Other Students/Personnel in School

Date:

Dear \_\_\_\_\_,

Recently we experienced an aggressive outburst from a student at school. While we do not go into details about the student for the sake of privacy, we do want to share with you all our procedures for both responding and preventing these outbursts from occurring in the school setting.

Our school district is very fortunate to staff several specialists and provide trainings for these instances. We will be working closely with our specialists to learn how to safely respond to the outburst by:

- Creating an emergency procedure designed to keep students and staff safe.
- Practice the emergency procedure to help students and staff feel more comfortable executing the procedure (much like a fire drill).

We will be working closely with our specialists to learn how to prevent future outbursts by:

- Creating a behavior support plan for the student that teaches new behaviors and provides consequences for negative behavior.
- Collect data in 2-week intervals to determine the success of the plan/approach.

If you have any questions and/or concerns about the steps we take daily to keep our students and staff safe, do not hesitate to reach out. Thank you so much.

Sincerely,

Your Name

Your School

Your Contact Information