

Example of letter to be sent home with each student involved with the search:

Please use school letterhead

**Springfield Public Schools
Random Wanding/Search Notification**

(Name of School) in cooperation with the Springfield Public Schools and the Springfield Police Department conducted a wanding/search exercise today and it involved all students in your child's classroom. The period of the day and the classroom involved in this exercise were both selected at random.

This procedure is used to ensure the safety and security of our schools and to ensure students are not holding items that could be considered dangerous or could potentially cause harm to another person.

Students were taken individually to the adjacent hallway where security conducted a wanding/search. Each student was then escorted to a supervised classroom or hallway until the wanding/search was completed. At that time, all students were escorted back to their classroom.

School personnel may have also inspected your child's hallway locker and/or physical education locker. All items in these lockers were thoroughly inspected and remained in the order as they were found

(Name of School), the Springfield Public Schools and the Springfield Police Department thank you for your cooperation. Please contact me at your earliest convenience if you have any questions.

Sincerely,

(Name of Principal)