Date

Dear TAAAC Members, SAAAAC Members and [PRINCIPAL]:

We are writing to express our concerns over student and staff safety at [WORKSITE] and to let you know that we are initiating a School Climate Review.

A safe school is the first step for our students’ success. This letter outlines our concerns, informs you about the SAAAAC/TAAAC School Review process, and indicates ways in which we request you will work with us to address our concerns. Our intention is that this process utilizes the contractual opportunities, such as the Faculty Action Council, for our school community to work collaboratively to resolve the problems we can at [WORKSITE].

Our staff has generally identified concerns around student and staff safety. While we recognize that not everything is directly in your control, we believe that there are areas for improvement to keep everyone safer moving forward.

The members of the committee are:

The major steps in the process are:

1. **Staff survey.** The FAC will develop a staff survey to identify areas of concern, as well as satisfaction, with our school climate as it relates to student and staff safety. The FAC will share a draft of the survey and ask you for any suggestions you may have.

1. **Climate Action Plan (CAP).** After reviewing the survey results, the FAC will begin drafting an action plan to address staff concerns. The FAC will share that draft with you and ask for your input into the plan and the timeline for carrying it out. The FAC will also gather input from the staff. Our goal is to develop an effective plan that has your support and the support of staff.

1. **CAP review.** The FAC will administer a follow-up survey to staff after the CAP has been implemented. The FAC will review the results separately with both you and with staff. At that point, the FAC may be extended, modified, or considered completed if sufficient progress has been made.

The Safety Committee will be in touch with you soon to set up a time to review the draft survey. We know that you are committed to making our school the best that it can be, as are all of us. We hope that you will work collaboratively with us in this process to get our school back on track.

Sincerely,