

Dear families,

We are writing to inform you about an incident that happened in your student's class today, and the steps we are taking to address it.

Today in your child's English class, the teacher, Ms. Jaffe, was reading aloud from the book *Of Mice and Men* by John Steinbeck. This book contains the n-word, and the teacher stated for the class that she would not read the word out loud because it is offensive and hurtful. While reading, the teacher then did read the n-word one time out loud; she immediately stopped and apologized to the class and then continued with the lesson.

Ms Jaffe would like to say "I deeply regret making this mistake and the impact that it has had on the students. I am currently making active changes to ensure that this mistake does not happen again. If anyone would like to speak more to me about this, I would welcome a conversation."

As a school, we know that students hearing the n-word in class from a teacher is offensive, and both we and the teacher apologize that this happened to your student and their classmates. We have met with Ms. Jaffe to discuss the seriousness of this incident, and she is taking full responsibility and taking steps to ensure it does not ever happen again. Ms. Jaffe is available to meet with any student who would like, either one-on-one or with an administrator present.

We are also happy to follow up with you or your student if you would like to discuss this incident or our response or have any other concerns. You can call the school line and ask for Ms. Stuntz (Head of School), Mr. Ure (Dean of Students), or Mr. Gray (Ms. Jaffe's direct manager). Ms. Jaffe is also happy to speak with you directly.

Sincerely,

Sarah Stuntz  
Head of School  
Excel Academy Charter High School