

SAMPLE MEMO TO SECONDARY STUDENTS

Dear Student:

_____ School is instituting a “Fragrance/Scent-Safe” environment in our school, effective _____ (date). This requirement is a necessary response to a medical concern and will apply to all staff, students, parents, visitors, and volunteers who work or visit the school.

Background

Fragrances and scents are found in a wide range of products including perfume, aftershave, deodorant, and soap. Exposure to fragrances and other scented products may trigger adverse health reactions (i.e. asthma attack, anaphylactic reaction and shortness of breath).

Your cooperation is expected regarding the following:

- Avoid using fragrances or scented products such as perfume, cologne, or scented soap while at school.
- If fragrances or scented products must be used, do so sparingly. A general guideline for fragrances and scented products is that they should not be detectable more than an arm’s length away from you.

Please understand that this issue is about the serious adverse health reaction that can occur as a result of the product you are wearing.

The success of our fragrance/scent-free initiative will depend upon the thoughtfulness, consideration, and cooperation of everyone within the school community.

Thank you for your cooperation.

Sincerely,

Principal
School