Communication re: Death of [Name] , Class of [Year] and [Name], Class of [Year]

It is with great regret and sadness that I report the sudden death of [Name], Class of [Year] and [Name] Class of [Year]. We all share a profound sense of loss and grief at this news.

[Name] was employed as \_\_\_\_\_\_\_\_\_\_\_\_\_in \_\_\_\_\_\_\_\_\_. As well as being a student in the [City/Town] Public School District, she also was well known for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[Name] graduated from [City/Town] High School in [Year] and was deeply involved in the [City/Town] High School community. [S/he] was a leader in the [City/Town]High School community and was a member of the [City/Town] High School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The [City/Town] High School School Level Crisis Response Team will meet on [Date/Time] to ensure that the appropriate assistance is provided to support the [Name] and [Name] families, [School Name] students and faculty in the upcoming days. [City/Town] High School will be open to receive students, offering them grief counseling/support tomorrow [Date] from [Time], in the [Location]. All are welcome. The front door of the building will be open.

Losses such as this often affect students in a variety of ways. Going forward, the [City/Town ] Guidance Department and [School Name] Counselors will be working to identify specific students who may need additional supports.

Parents and families are encouraged to refer to the following resources for supporting your children at a time like this:

<http://www.dougy.org/grief-resources/how-to-help-a-grieving-child/>

<http://traumacenter.wpengine.com/wp-content/uploads/2015/06/Understanding-the-Grief-of-Children.pdf>

<http://traumacenter.wpengine.com/wp-content/uploads/2015/06/Normal-Expected-Reactions-to-Death.pdf>

Please be aware that students who face a tragic loss may experience a variety of emotions in the coming days and weeks. Parents can help by listening and supporting their child’s feelings. It is important to let children and young adults know that their emotions, concerns, and reactions are normal.

As a community, we are ready to support our students during these difficult times. Don’t hesitate to reach out to me or our staff with concerns or questions you may have.

Regards,