Date

Dear Parents/Guardians:

A very sad thing happened today that I want to share with you. [define event]

We have shared this information and had discussions with all of our students so that they know what has happened. Counselors, teachers and other support personnel have been, and will continue to be, available to students, teachers and parents on an ongoing basis. Please call the school if you want assistance.

As parents, you may want to talk to your children too. The death of a [student or teacher] may affect a child in a variety of ways depending on the age of a child, how well the child knew the [student or teacher] and the child's prior experience with grief.

When reacting to a death, a child may:

* Appear not to be affected.
* Ask a lot of questions.
* Be agitated and angry.
* Try extra hard to be good.
* Be thinking about it privately.
* Be frightened.
* Be sad and withdrawn.

We suggest you listen to your children. If they seem to need to talk, answer their questions simply, honestly and possibly over and over again.

Our thoughts are with

Sincerely,