Staff Script

Today we have some sad news to share with you. One of our SCHOOL staff members, NAME , who worked in the SUBJECT Department, died MANNER, DATE, LOCATION. No more specific information has been shared at this time.

Some of you may have known NAME well, while others may have known her only briefly or not at all. There is no single way to grieve and we want to support all of you in what ever way you need. This kind of sad news can bring up other losses in one’s life, and it is important to watch out for each other and get support from the adults in the building, if needed.

Parent message:

Today the staff at SCHOOL shared the following message with students during the second period.

“Today we have some sad news to share with you. One of our SCHOOL staff members, NAME , who worked in the SUBJECT Department, died MANNER, DATE, LOCATION. No more specific information has been shared at this time.

Some of you may have known NAME well, while others may have known her only briefly or not at all. There is no single way to grieve and we want to support all of you in what ever way you need. This kind of sad news can bring up other losses in one’s life, and it is important to watch out for each other and get support from the adults in the building, if needed.”

The District CIRT Team (Critical Incident Response Team) has been at SCHOOL to provide additional support. Attached is a handout with strategies for talking to youth about grief and loss; please use if it is appropriate for your family. If you feel your child requires additional supports, please contact the student support services department at SCHOOL(250-XXX-XXXX).

Sincerely

SCHOOL PRINCIPAL