Dear Parent(s)/Guardian(s):

If you feel you need additional services for your child and/or your family in the aftermath of the recent event(s) involving our school, we are providing the names of the agencies listed below to assist you in locating appropriate low-cost health and human resources in your neighborhood.

Our school and the Los Angeles Unified School District do not assume responsibility for counseling, medical or other services provided by these agencies nor for any fees that may be charged to you. Please note that the agencies listed here accept either Medi-Cal or other health insurance plans and/or may charge a sliding scale fee.

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<th>AGENCY NUMBER</th>
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If you have any questions, please call (name and title) at our school, (phone).  

Sincerely,
SAMPLE 2: **Letter to Parents** – Suicide Follow-up (secondary)

Dear Parent(s)/Guardian(s):

We have been informed that an 11th-grade student enrolled in our school apparently took his own life on Sunday, *(date)*. The circumstances are still under investigation by law enforcement personnel at this time.

After an incident of this kind, young people may need more support and attention than usual from their parents and other adults. Counselors are on campus to help students, faculty and parents deal with this tragic incident.

For your information, we are providing with this letter a list of "distress signals" (see attached page). These are clues that are sometimes obvious and sometimes not easily observable by family members, teachers or friends, through whom youngsters may reveal their reaction to the physical, mental and emotional stress they are feeling after the death of someone they know. These feelings are normal after a traumatic incident, and you might want to remind your children, in an appropriate way, that special counselors are available at school to help them.

If you are concerned that your child has been particularly affected by the loss of his/her classmate in this manner, please feel free to contact our school at *(phone)*.

Our school crisis team and other trained counselors are available to answer your questions and to provide assistance.

Sincerely,
(name)
(title)

See next page --to be included with the letter
Individuals – children, teens and adults – may experience and exhibit a wide range of post-traumatic stress disorder reactions after a crisis or disaster. Administrators, faculty members, school staff and parents should be aware that these changes are not unusual for anyone who has gone through or been affected by a crisis or traumatic event.

Your child may benefit from additional counseling and support if symptoms persist after three months or if the symptoms are delayed and appear three to six months after the crisis event.

Examples of some reactions are listed here:

**Physical Changes**
- Easily startled
- Increase anxiety
- Heart rate increases
- Sleep patterns interrupted
- Change in eating patterns

**Mental Changes**
- Difficulty with memory
- Decreased computational skills
- Decreased ability to analyze
- Slower learning speed
- Impaired decision-making skills
- Decreased self-awareness

**Emotional Changes**
- Feelings of isolation
- Developmental regression
- Depression
- Denial
- Anger
- Bitterness
- Decreased intimacy
- Lack of trust
- Guilt
- Fear of recurrence
- Lack of enthusiasm for activities that were previously enjoyed
- Return to past hurts and trauma
SAMPLE 3:  **Memo to Faculty – Serious Injury to Staff Member**

*(school memo format – not to be sent to parents or given to students or news media in this form)*

Date/Time:

To:   All Faculty

From:  *(Principal or Crisis Team Leader)*

Subj:  **INJURY TO STAFF MEMBER**

One of our teachers, *(name)*, was injured this morning in a physical altercation with a disturbed individual that occurred just outside the faculty parking lot at approximately *(time)*. Paramedics were called and arrived in less than five minutes. I am glad to be able to report that *(name)* was conscious and talking with police and paramedics. He was treated and taken to *(hospital)*. We will let you know more about his condition as we receive further information from the hospital.

The circumstances of the accident are under investigation by LAUSD police and local law enforcement.

Although no students were injured or directly involved in the incident, some of them may be upset by having witnessed this confrontation. We ask that you keep your students in their current classrooms until further notice. We will update you as soon as possible as to any schedule changes for the rest of the day. Counseling support services will be made available later today to any staff members or students who may be in need of such assistance.

It is likely that I will schedule a brief mandatory staff meeting after school today. I will let you know as quickly as possible with a follow-up memo. Your cooperation and understanding at this difficult time is much appreciated.

This incident serves as a reminder to all of us about the importance of being vigilant and alert to the presence of strangers or persons acting strangely near our campus.
 SAMPLE 4:  **Memo to Faculty and Staff – Accidental Student Fatality**

*(school memo format – not to be sent to parents or given to students or news media in this form)*

Date/Time: __________

To: All Faculty and Staff

From: *(Principal)*

Subj: **STUDENT FATALITY**

On *(day and date)_________* at about *(time)_________, one of our students was hit by a vehicle at the intersection of *(street names)_________ and _________. Apparently a car ran a red light and hit the student, who was in the crosswalk at the time. Our school nurse learned from the hospital that the student died at approximately *(time and day)_________*.

While the matter is still under investigation, it is my understanding at this time that the driver did not initially stop after the accident, but returned 30 minutes later and turned himself in to police.

Since the accident happened close to school, a number of young people, including one busload of students leaving our campus after school, witnessed the incident. We will all need to be particularly sensitive and compassionate today and in the days to come as more students at our school learn about and react to the death of their classmate. Our school crisis team has been activated, and I have also arranged for additional crisis counselors to be here starting *(date)_______________* and continuing as needed.

This morning, I will meet the students on route #________ when the bus arrives and escort them to the library, which will serve as our crisis center. Crisis intervention counselors will also go to *(student's name)_________* classroom to assist the teacher as she informs them of the accident and the tragic result. This will help us to determine what services we may need to provide. Additional counselors will be sent out to classrooms and made available to individual students and/or staff as needed. Enclosed are some special passes to be used to send students to the library if you should need to do so during class time.

Information regarding funeral arrangements will be provided when it is available.
Date/Time:

To: All Faculty and Staff

From: (Principal)

Subject: DEATH OF (name)__________________

This is one of the most difficult memos I’ve had to write in all my years as an administrator.

Yesterday afternoon at approximately (time)_______, (name)______________ collapsed in the (location on campus)__________________. Paramedics were called immediately by (name)______________ and CPR was administered by (name)________________, assisted by our school nurse. The paramedic ambulance from our local fire station was here in about four minutes from the time of our 911 call. (name)________ was rushed to (hospital)_______, where she was placed in the Intensive Care Unit. We have been informed that she died late yesterday evening at about (time)__. As of this morning, the specific cause of death had not yet been determined.

You might appreciate knowing that (name)________________ accompanied (name)________ to the hospital in the ambulance with the permission of the paramedics and remained there until members of her family arrived.

I will, of course, be in contact with the family today or tomorrow to express our school's condolences and to obtain information concerning funeral arrangements and memorial services.

It is very difficult for all of us to lose a friend, colleague and teacher who has been at this school for more than _______ years. Our school crisis team is available to faculty and staff in the (location)________ and to students in the (location)________. Please send any students needing counseling with a pass, if they request assistance during class time.

If you would like to speak with someone about appropriate ways to discuss this situation in class with your students, members of the crisis team are available to assist you. Contact the main office and help will be sent immediately.
My gratitude goes to all staff members who tried to be helpful in this situation. Your courage and assistance are sincerely appreciated not only by your colleagues, and me but I'm certain by (name)'s family, as well. We are very fortunate to have you as members of the (school name) team and to know that we can count on you. There will be a brief mandatory faculty meeting after school today in the (location).