Sample Forms for Schools 7b

- Announcements for Students, Faculty, and Staff
- Notification Letter to Parents Following a Suicide
- Formal Statement to Notify Media of Suicide
- Sample Response Form for Incoming Calls from the Media

The following announcements have been suggested for use when addressing students, faculty, and staff. These announcements should be presented in a small meeting room as soon as possible following the death. A member of the crisis team and possibly the principal should lead the meetings. The goals of the meetings are to inform the faculty, students, and staff and allow them time to express their emotions, and prepare them to meet and deal with a suicidal crisis. Faculty should be informed of the suicide first and they should be given time to express their emotions and concerns before informing their students. These sample forms were synthesized from three sources:


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Day 1  Sample Announcement  For When a Suicide has Occurred
Morning, Day 1  “This morning we heard the extremely sad news that ____________ died by suicide last night.  I know we are all saddened by his death and send our condolences to his family and friends.  Crisis stations will be located throughout the school today for students who wish to talk to a counselor.  Information about the funeral will be provided when it is available, and students may attend with parental permission.”

Sample Announcement For a Suspicious Death Not Declared Suicide
Morning, Day 1  “This morning we heard the extremely sad news that_______________ died last night.  This is the only information we have officially received on the circumstances surrounding the event.  I know we are all saddened by ________________’s death and send our condolences to his family and friends.  Crisis stations will be located throughout the school today for students who wish to talk to a counselor.  Information about the funeral will be provided when it is available, and students may attend with parental permission.”

Sample Announcement Primary or Middle School
Morning, Day 1  “We want to take some time this morning to talk about something very sad.  (Name)___________________, an eighth grader, died unexpectedly last night.  At this point, we do not officially know the cause of (his/her) ______________’s death.  Death is a difficult issue for anyone to deal with.  Even if you didn’t know ____________________, you might still have some emotional reactions to hearing about this.

It is very important to be able to express our feelings about ________________’s death, especially our loss and sadness.  We want you to know that there are teachers and counselors available in the library all through the day to talk with you about your reaction to ________________’s death.  If you want to talk with somebody, you will be given a pass to go to the library where we have people who will help us through this difficult time.”

End of Day 1  At the end of the first day, another announcement to the whole school prior to dismissal can serve to join the whole school in their grieving in a simple, non-sensationalized way.  In this case, it is appropriate for the building administrator to make an announcement similar to the following over the loud speaker:

“Today has been a sad day for all of us.  We encourage you to talk about ________________’s death with your friends, your family, and whoever else gives you support.  We will have special staff here for you tomorrow to help in dealing with our loss.  Let us end the day by having the whole school offer a moment of silence for ________________.”
Announcements to Students, Faculty, and Staff continued

Day 2

On the second day following the death, many schools have found it helpful to start the day with another announcement by each teacher in their homeroom. This announcement can include additional verified information, re-emphasize the continuing availability of in-school resources and provide information to facilitate grief. Here’s a sample of how this announcement might be handled:

“We now know that ______________’s death has been declared a suicide. Even though we might try to understand the reasons for his/her doing this, we can never really know what was going on that made him/her take his/her life. One thing that’s important to remember is that there is never just one reason for a suicide. There are always many reasons or causes and we will never be able to figure them all out.

Today we begin the process of returning to a normal schedule in school. This may be hard for some of us to do. Counselors are still available in school to help us deal with our feelings. If you feel the need to speak to a counselor, either alone or with a friend, tell a teacher, the principal, or the school nurse, and they will help make the arrangements.

We also have information about the visitation and funeral. The visitation will be held tomorrow evening at the ______ Funeral Home from 7 to 9 pm. There will be a funeral Mass Friday morning at 10 am at ______ Church. In order to be excused from school to attend the funeral, you will need to be accompanied by a parent or relative, or have your parent’s permission to attend. We also encourage you to ask your parents to go with you to the funeral home.”
Notification Letter for Parents Following a Suicide

Date: _____________

Dear Parent(s)/Caretaker(s),

The death of a child is a sad and tragic event, and the sudden death of our student, ________________ (name), has touched both students and faculty here at ____________ High School.

Based on the information provided to us by the medical examiner and the family, ________________ (name of student) died by suicide on ________________ (day), ________________ (month) ________________ (date).

The funeral arrangements are as follows: _____________________________________.
Mr. and Mrs. ________________ (name) request that students ___________________________ attend/do not attend. In addition, donations may be sent in care of ____________________________________________________________.

Since the news of the death, the school has implemented a crisis response plan to help the students and staff respond to this unfortunate death. In conjunction with colleagues from ____________________________________________ (community agencies), the school continues to provide/has provided professionally staffed support stations available to all students. In addition, students continue to meet with staff from our counseling and social work departments.

In the days and weeks ahead, students may have questions and concerns relating to the death and are going to require your support at home and our continued support here at school as they work through their feelings and grief. Although we cannot predict how any child may react, we can be sensitive and aware, both at home and at school, of the common reactions experienced by grieving adolescents.

If you feel your child is having difficulty and may benefit from additional support, please feel free to contact ______________________________, the Crisis Team Leader, your child’s guidance counselor, or myself so the school can be aware of the needs of your child. We are also supported by local mental health professionals and can provide you with referrals as needed. In addition, if you are interested in attending a parent/caretaker meeting, please contact ______________________________ at ______________________________ (phone) for further information and registration.

As the school community continues to cope with the loss of ________________ (name), we invite your participation in the healing process. Please feel free to contact the school at any time with questions or concerns.
Formal Statement to Notify Media of Suicide

_________________________ High School is sad to report that it has confirmed the death of one of its students, _____________________________, with the medical examiner's office and the deceased's family. _____________________________ (first name), a ___-year-old (age) ______________________ (grade), died ___________ (day) [died by suicide].

He/she was a resident of ______________________ and was active in __________________ at the school. Funeral arrangements are not available at this time. School counselors and community mental health representatives are available to any student who wishes to talk about __________________’s death.

- List community resources
- List ways the media can be helpful with postvention

Sample Response to Incoming Calls from Media

The school has designated a media spokesperson. Please feel free to contact _______________ with your questions and concerns. We would like to respond to your questions in an organized manner. To assist you, ______________________ (name) will be meeting with concerned members of the media at _________ (time) in _________________ (place). At that time we will provide information about the school’s response to our loss and identify additional resources in the community to support the bereaved.
Notes

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