

DEATH OF A STUDENT CAR ACCIDENT

(Date)

To All Students and Staff:

On (day), (date), after school, three of our students were involved in a single car accident. These students, all (grade level), are (student name 1), (student name 2), and (student name 3). (Student name 1) and (student name 2) received some minor injuries and were released. (Student name 3) sustained a severe head injury in the accident and passed away on (day).

Everyone deals with grieving differently. Today we will provide counseling services in the library to assist students who need support. Library activities previously scheduled for today are canceled. Advanced athletic medicine students will report to the training room, cross country team will meet in the wrestling room and the football team in the locker room.

Anytime there is a tragedy, we need to take care of each other. That is why we have called on outside assistance to help us all with the grieving process. Please feel free to call on anyone of them. At this time the arrangements have not been made. We will let you know when they are complete.

Anytime a young life is lost, it is hard to comprehend. However, love is the greatest hope we have, and (first name of student 3) was surrounded by love.

*Assistance for staff, will be available all day in the Maroon Room.

Since (student name 3) was an athletic trainer, (principal name) knew that the Advanced Athletic Medicine students, the Cross Country Team, and the Football Team would be hardest hit with this news which is why they were to report to the respective rooms outlined above.

After observing at the high school this morning and delivering the message to one class, I must say that I am very proud of (principal name) and his staff. Everything went very smoothly and it was very clear that the focus was the students. This is just one more example of why I feel so fortunate to have been selected to serve as the (name of school district) superintendent.

Please don't hesitate to call if you have any questions regarding this tragic incident.

(Superintendent name)
Superintendent