

OSSEO AREA SCHOOLS



Response to student or staff death

Guidance for Leaders

This handbook is located on my279.org under Toolbox > Resources > Guidance for Leaders

TABLE OF CONTENTS

INTRODUCTION	3
STUDENT DEATH.....	4
STAFF DEATH	7
PROVIDING EMPLOYEE SUPPORT AFTER STUDENT OR STAFF DEATH.....	10
SAMPLE COMMUNICATION: Student Death	12
Sample Secretary/Front Desk talking points in case of student death	12
Sample classroom announcement: Student death.....	13
Sample parent/guardian message: Student death.....	14
Tips for parents/guardians when someone your child knows has died.....	15
Recommendations for students when someone they know has died	17
Sample message to staff re student funeral arrangements	18
SAMPLE COMMUNICATIONS: Staff Death	19
Sample Secretary/Front Desk talking points in case of staff death	19
Sample classroom announcement: Staff death	20
Sample elementary parent/guardian message: Staff death	21
Sample secondary parent message: Staff death	22
Sample message for out-of-office email: Staff death	23
Sample message to staff re funeral arrangements: Staff death	24
Sample message to families re classroom coverage: Staff death.....	25

INTRODUCTION

In a school district with more than 20,000 students and over 3,500 staff, it is likely that our school community will experience the death of a staff member or student.

This guidebook has been prepared to help site leaders and other staff respond effectively. It includes:

- An outline of the general steps that school-level and district-level staff take when student or staff death occurs.
- Guidance for providing employee support after a student or staff death.
- Communications resources, including sample messages for communicating with students and families, and information tips for students and parents/guardians in dealing with death.

This information is intended to serve as a guide. Depending on the situation, adjustments may need to be made.

Note: This guidance is written primarily for school site leaders. Other district managers should consult with their cabinet-level supervisor regarding potential action in case of the death of an employee within their area of supervision.

Know that you are not alone in responding to tragedies affecting students and staff. District staff is available to help.

STUDENT DEATH

SITE LEADER ROLE

Day 1

- ☐ **First thing** – Notify your Assistant Superintendent, who will contact the District Crisis Team and coordinate other district-level support.
- ☐ Contact the parent/guardian to share your condolences and inquire about whether information can be shared. Parents/guardians determine what information should be shared about a death and with whom. Honor their wishes even if you feel it would be advisable to share information differently.
- ☐ Consult with the School/Community Relations Director regarding communicating news of the death to staff, students, and families. The School/Community Relations Director is available to develop and provide you with customized messages, according to your need. ***The Community Relations Director will work with InfoSys to help ensure that this communication is coordinated across the system*** because other sites may also be affected.
 - If a death is by suicide, refer to it as an “unexpected death” unless parents/guardians wish to describe it as a suicide. If the parents/guardians wish to be explicit about the cause of death, use the phrase “took his/her own life” or “died by suicide” instead of “committed suicide.”
 - Keep data privacy restrictions in mind when providing information to anyone. Information about the death of a student is private data unless parents/guardians have given explicit permission to share it.
 - If you are contacted by media, refer them to the School/Community Relations Director.
- ☐ If notified of a student death before the start of the school day, email staff that there will be a voluntary emergency staff meeting before school. If notification occurs during the day and students/staff are not yet aware, email staff about a voluntary emergency staff meeting after school.
- ☐ Assign rooms for the Crisis Team to use throughout the day, as needed.
- ☐ Provide key messages to building secretary in case families call to inquire about the student death. ([see sample talking points](#))
- ☐ Prepare and distribute statement for staff to read to students (consult with Crisis Team and Director of Community Relations). ([see sample message](#)) Make the announcement to students at the **beginning of the hour** so that students have time to process before passing time.
- ☐ Send automated message to some or all families – include suggestions for children, if appropriate. ([see sample message](#) and [tips for parents](#) and [children](#))

- Consider who needs to receive automated message – consult with School/Community Relations Director. Sometimes you might send an all-school message; in other situations, you might send to a subset (e.g., single classroom) of your student families.
 - **Important note to site leaders:** Double-check to make sure the family of the affected student is excluded from any message sent to families. There may be a delay in updating the Synergy record so it is important to double-check the list to prevent an inadvertent and hurtful communication to the family of the deceased.
- ☐ Create email for staff later in the day with the latest information. This may include guidance about where to send condolences, as well as funeral arrangements. ([see sample](#))
 - ☐ Check with kitchen manager about lunches for Crisis Team members.
 - ☐ At the end of each day, debrief with Crisis Team and Building Leadership Team.
- Data privacy reminder – Data privacy laws apply to student data. If you receive any media requests, refer them to the School/Community Relations Director. Consult with your Assistant Superintendent about questions/concerns.**

Day 2

- ☐ If you determine that the Crisis Response Team continues to be needed at your site, coordinate and communicate the support.

ASSISTANT SUPERINTENDENT ROLE

- ☐ Coordinate district-level support to the site.
- ☐ Inform superintendent and cabinet.
- ☐ If needed, find back-up administrators to assist at the school with duties such as supervising hallways, lunch shifts, and buses as needed.

COMMUNITY RELATIONS ROLE

- ☐ Request from InfoSys a copy of the student's Family Report listing all family information, including siblings and schools of attendance.
- ☐ Contact the following departments to request that all automated communication to the student's family be put on hold until further direction from the Director of School/Community Relations:
 - InfoSys for ParentVUE and SchoolMessenger; will also request that the Synergy record be updated for the deceased student;

- Technology Support Specialist at 763-391-7284 for Schoology automated messages.
- ☐ Inform School Board members.
 - ☐ Inform the Transportation Department so that they can address any transportation implications (e.g., halt one-on-one pick-up, inform and provide coaching to bus driver, etc.)
 - ☐ In collaboration with the site leader and the supervising Assistant Superintendent, draft communications that may include some or all of the following:
 1. A script for a message that the site leader or another administrator can deliver in person or through automated messaging to staff at the affected building;
 2. A script for an announcement that school staff can deliver to students at the building;
 3. Pending parent/guardian permission:
 - A script the building leader can use to send an automated phone and/or e-mail message informing parents/guardians of other students enrolled at the deceased student's school. **Important note to site leaders:** Double-check to make sure the family of the affected student is excluded from any message sent to families. There may be a delay in updating the Synergy record, as described above, so it is important to double-check the list. A document (provided by Community Relations Director) with suggestions for how families can support their students following a schoolmate's death may be attached to the automated email.
 - If needed, a letter to be sent home with students providing more information.
 4. A script that office personnel can use when answering the phone and addressing questions from parents or community members;
 5. Communication to the principal of the student's former school, particularly if the student is in his/her first year of middle or high school.
 - ☐ If the deceased student was a secondary school student, the Director of School/Community Relations will contact all secondary principals and all activities coordinators to inform them of the student's passing and to request that they take appropriate steps to inform and provide support to relevant staff and students. For example, each activities coordinator should determine if the student was on school teams; inform the team coaches; and work with the school principal to determine how best to support the other students on that team.

STAFF DEATH

SITE LEADER ROLE

Day 1

- ☐ **First thing** – Notify your Assistant Superintendent, who will contact the District Crisis Team and coordinate other district-level support.
- ☐ Consult with the Community Relations Director regarding communicating news of the death to building staff. The Community Relations Director is available to develop and provide you with customized messages according to your need. (Samples are also available through the links in this document.) ***The Community Relations Director will work with HR to help ensure that this communication is coordinated across the system*** because other sites may also be affected (family members attending or working at other sites, former colleagues at other sites, etc.)
- ☐ If notified of a staff death before the start of the school day, email staff that there will be a voluntary emergency staff meeting before school. If notification occurs during the day and students/staff are not yet aware, email staff about a voluntary emergency staff meeting after school.
- ☐ Make sub request in AESOP (sub staffing for a week or two), if appropriate.
- ☐ Provide key messages to building secretary to use in responding to calls about the staff death. ([see sample talking points](#))
- ☐ Assign rooms, as needed, for the Crisis Team to use throughout the day.
- ☐ Prepare and distribute statement for staff to read to students (consult with Crisis Team and Director of Community Relations). ([see sample message](#))
 - Make the announcement to students at the **beginning of the hour** so that students have time to process before passing time.
- ☐ Send an automated message to families – include suggestions for students, if appropriate. (see sample email messages to families: one sample for [elementary families](#) and one for [secondary families](#))
 - Consider who needs to receive the automated message – consult with the School/Community Relations Director. Sometimes you might send an all-school message; in other situations, you might send to a subset (e.g., single classroom) of your student families.
 - If the deceased staff member was an ESP who worked with a small group or one student, consider individual phone calls to families; consult with your Assistant Superintendent and/or the School/Community Relations Director.
- ☐ Create an email to send staff later in the day with the latest information.
- ☐ Provide staff with [Employee Assistance Program brochure](#), as needed.

- ☐ Check with kitchen manager about providing lunches for Crisis Team members serving at your school.
- ☐ At the end of each day, debrief with Crisis Team and building Leadership Team.
- ☐ Request that [Network team](#) (763-391-7180) place an “out of office” message on the deceased employee’s phone and email until employee separation paperwork has been completed by the HR Generalist. ([see sample messages](#))
- ☐ Request that the [Network team](#) (763-391-7180) add permissions to whomever you assign to review the deceased employee’s emails. *Note:* After employee separation paperwork is completed by HR, HR will handle shutting down voicemail and email accounts.
- ☐ Contact your HR Generalist to provide as much of the following information as possible:
 - Name of employee
 - Date of death
 - Funeral arrangements

Data privacy reminder – Data privacy laws apply to personnel data. If you receive any media requests, refer them to the School/Community Relations Director. Consult with your Assistant Superintendent about questions/concerns.

Days 2 – 5:

- ☐ Work with HR generalist to post the position, secure a list of subs with appropriate license to possibly fill position, and brainstorm other solutions to fill position.
- ☐ Assess whether or not to request permission from the family to share funeral arrangements with other employees and, in some cases, with student families. A judgment call is needed here; once the obituary has been printed the information is public, but there may be occasions when site leaders want to share the information before it appears in the paper.
 - See [sample message informing staff](#) about funeral arrangements and where to send condolences.
 - Be prepared to respond to offer support to employees and respond to requests to attend services
- ☐ Shut down/take over Schoology (contact the Technology Support Specialist at 763-391-7284)
- ☐ Review deceased employee’s emails to determine which messages need a response.
- ☐ Identify an administrator and another employee to pack personal items, and the administrator will coordinate with next of kin for pickup. *Note:* Make sure to take photos of all the deceased employee’s personal items before boxing them up; the site leader must save those photos for 6 years.
- ☐ Determine who will complete grades and lesson plans until position is filled.

- ☐ Send a follow up email message to families whose students are enrolled in the deceased teacher's class regarding your plan for coverage of classes. ([see sample](#))

ASSISTANT SUPERINTENDENT ROLE

- ☐ Coordinate district-level support to the site.
- ☐ Inform superintendent and cabinet; cabinet members will follow up on issues within their respective areas of responsibility, e.g, lunch balance left in deceased employee's account.
- ☐ If needed, find back-up administrators to assist at the school with duties such as supervising hallways, lunch shifts, and buses as needed.

HUMAN RESOURCES ROLE

- ☐ Work with School/Community Relations Director to coordinate notification of other sites in which the staff member worked or has children (need to check personnel file for extracurricular assignments).
- ☐ Shut down keycard access immediately; shut down technology (email and phone) after separation paperwork has been completed.
- ☐ Upon request, pull list of subs with appropriate license to possibly fill position.
- ☐ Share the news with the relevant employee group leaders.
- ☐ Submit obituary to the School/Community Relations Director for posting on the district's my279 Message Board.
- ☐ Complete separation paperwork for staff member.
- ☐ Contact family to coordinate life insurance and other benefits, as applicable.

COMMUNITY RELATIONS ROLE

- ☐ Provide communications support to the site leader, as needed.
- ☐ Inform School Board members.
- ☐ Check with InfoSys to see if the deceased employee had children enrolled in the system. If so, the School/Community Relations Director will request that InfoSys staff place a hold on all automated messages going to the family until further notice.
- ☐ Arrange for the removal of the deceased staff member's name from the online staff directory.

PROVIDING EMPLOYEE SUPPORT AFTER STUDENT OR STAFF DEATH

When a school district employee or student passes away, employees may have many questions and may want to attend the funeral or services. The closeness and sense of family within our school community is one of the things that makes our school district such a great place to work, so we want to be sensitive to the needs of our employees during difficult times. Below is important information leaders can refer to when they are dealing with the loss of a student or employee:

- ☐ **Take care of yourself and contact your assistant superintendent immediately**
As a leader, employees will look to you for guidance and support. Because of the close relationships you have with staff and students, you may also be in need of guidance and support and it could be difficult for you to stay centered as well. The district has resources to support you; don't hesitate to ask for help.
- ☐ **Provide clear information and support to employees**
Employees will have varied reactions upon hearing the news that someone close to them has passed and leaders need to be prepared to provide support to employees. When preparing to share the news of the individual's passing, make sure you provide information for employees including, but not limited to:
 - Resources for emotional support. Remind them that they can contact the [Employee Assistance Program](#) (EAP) for free and confidential counseling 24 hours per day. If an employee's reaction is impacting students or the workplace, suggest the employee take some time to get re-centered prior to engaging with staff and students. You can even suggest or direct the employee to go home for the day, depending on the circumstances.
 - Guidance for staff in responding to any questions they may receive from students, parents and colleagues (remember that data privacy laws apply).
 - Any preferences the family has provided regarding communication, memorials, and condolences.
- ☐ **Coordinate attendance at funeral/memorial services:** Multiple employees may request permission to attend a funeral or memorial service for the death of a colleague or student. The following guidelines may be helpful:

Death of current employee or student:

Employees must notify their supervisor no later than 24 hours prior to the service to let the supervisor know they wish to attend the service and the duration of time the employee will be absent from the building. The supervisor will advise all employees that he/she will do the best they can to honor all requests; however, some might not be able to attend, depending on the coverage that can be found.

- Employees who wish to attend services (*up to two hours*):
 - **Classroom teachers** can ask another teacher to volunteer to provide classroom coverage for them. The classroom teacher must first obtain permission from you in order to request another teacher provide coverage in his/her classroom. Note: No additional compensation is available to an individual who will be providing coverage for another employee to attend services.
 - **Hourly employees** may attend services without pay or may use their applicable bereavement leave.
 - **Employees who can flex their schedules** may attend the services with supervisor approval.

- Employees who wish to attend services (*more than two hours*):
 - Any employee who wishes to be absent for more than two hours in order to attend services can request to use applicable bereavement leave as provided for in their collective bargaining agreement.
 - In the event a large number of employees request to attend services, request permission from your assistant superintendent to send a districtwide email requesting assistance for coverage during the service.
 - In the event of a death of a relative of a current employee or student, employees may request to use applicable bereavement leave to attend services.

Death of former employee, relative, or former student:

Employees who wish to attend services for a former employee, a relative of an employee, or a student who was formerly enrolled in Osseo Area Schools may request to use applicable bereavement leave.

If you have any questions about how to apply these guidelines to a situation at your site, please feel free to contact your assistant superintendent or a human resources administrator.

SAMPLE COMMUNICATION: Student Death

Sample Secretary/Front Desk talking points in case of student death

[To be used in response to a parent phone/face-to-face inquiry about a student death]

- We were very sorry to learn that one of our students passed away yesterday.
- This morning, our teachers shared this information with students, and we'll send [or have sent] an automated message to families with more information.
- We have extra staff at school today to support children who need time to reflect or to talk with someone.
- [If appropriate, primarily for elementary students]: At the end of the day, we'll send a letter home with more information and tips about how to help your child through this loss.

Sample classroom announcement: Student death

Teachers: Please make this announcement at the beginning of 2nd hour today. If you are unable to read this message, please request that an administrator come to your classroom to read this message for you.

If any of your students would benefit from talking to a counselor, please send them to the counseling office. The District Crisis Response Team is also on standby to help, if needed.

=====

I have some sad news to share with you._____, a _____-grader at our school, has died.

This is very sad news for all of us, especially _____'s family and friends.

We're going to try to help one another through our sadness. It's not easy to know how to act or what to say, but your teachers and other staff here at _____ are available if you need someone to talk to. We also encourage you to talk to your parents.

_____ will be greatly missed and in the thoughts of her friends and family.

Sample parent/guardian message: Student death

Dear Parent/Guardian:

The_____School community was saddened to learn of the unexpected death yesterday of one of our students,_____. We communicated the tragic news to our students this morning.

The death of any young person is a loss that, in one way or another, affects each of us. Even students without direct connections to this tragedy may feel an impact.

We provided extra counselors and additional staff today, and will continue to support students and staff in any way possible. Our District Crisis Support Team members are specially trained to help our school community.

We encourage you to talk about this loss with your student; you should anticipate that your child will have questions. You can help your student by providing information, comfort, and understanding. The enclosed suggestions and the resources listed below may be helpful. Our school support staff is also ready to assist you.

If you have any concerns regarding your child's reactions to this loss, please do not hesitate to call the school for assistance. Ask for_____, Principal, at (763) xxx-xxxx. I want to assure you that our first and foremost concern is the well-being of your child.

Sincerely,

Principal

School Resources:
Community Resources:
United Way 211:

Counseling Staff (763) xxx-xxxx
Refer to your private health insurance
(651) 291-0211 or 211

Tips for parents/guardians when someone your child knows has died

What should you do when your child has been exposed to the death of someone he or she knew at school? First, remember that children experience death differently than adults. Age and developmental level, as well as their relationship with the person who died, often determine how children will respond.

Many parents “have a talk” with their child about the death. Although talking with your child is important, you won’t know what your child is experiencing unless you listen.

Ask your child the following questions and listen carefully to your child’s responses. You may find that your child has been affected by the death in ways you never thought possible.

Ask Your Child . . .

- What worries you the most now?
- What upsets you the most now?
- What is the worst part, the hardest part, for you now?
- What helps you feel a little better?
- Do you have any questions about what has happened or anything anyone has said?

What Can You Do?

- Listen!
- Maintain routines.
- Do not criticize any regressive behaviors, such as a child’s need for comfort food. Allow your child to be sad or afraid. Reassure your child that you will be there to take care of him or her. Tell your child that the sadness, hurt, or fear that he may feel now will change in time.
- Spend time together. Read a book, play a game, or just be together in the same room instead of in separate parts of the house.
- Encourage your child to engage in physical activities and activities that help him or her feel better.

Most importantly be patient and nurturing, keep it simple, and reinforce that what your child is feeling is normal and that you are there for support. Help your child to share their feelings in your presence and acknowledge their feelings. Do not tell your child how he or she should or should not feel. Healing takes time - do not hurry your child’s reactions along with comments such as, “It’s time to get over it.”

Understand that physical reactions, such as headaches and fatigue can be normal responses to fear and a child’s attempts to avoid thoughts of the crisis. Provide labels, especially for a younger child, for the feelings he is experiencing, such as sad, afraid, angry, etc.

If your child is experiencing extreme feelings of worthlessness or guilt, is unable to function in their regular routines, or considering hurting themselves, please reach out to a school or outside mental health professional for resources.

Focus on the Three C's

- **Comfort:** Share meals, provide comfort foods, plan family time, game nights, exercise, work on a project, reach out to your network of friends, and engage in activities that are fun, relaxing and pleasant.
- **Conversation:** Offer reassurance, ask thoughtful questions, listen carefully, and share your beliefs and values.
- **Continuity:** Model for your child how to cope with loss while continuing to take care of yourself. Participate in regular school and community activities; continue your normal routine.

Revised September 2017

Prepared by Osseo Area Schools Crisis Support Team

Recommendations for students when someone they know has died

Let your parents know what today has been like.

Tell them what you'd like or need from them. Let them know how they can support you.

Put a little extra energy into friendships.

Connect with each other more often for the next few days. If you had a good talk with someone today and don't know how to contact him or her, ask for contact information before you leave school. Stay connected. Take care of each other.

Look for ways to support each other:

- Check in with each other.
- Spend more time together.
- Do some fun things, too. Take breaks from the grief.
- Tell the school counselor if there is someone about whom you're concerned.
- Go see the counselor if you're having a tough time – especially if you're having nightmares, fears, or thoughts that you just can't get to go away.

Eat decent food and try to get plenty of sleep. Take care of yourselves.

If you go to the funeral

Feel free to take a card or some flowers to the funeral. Even though it may feel awkward, it is helpful to go ahead and talk to the family while you're there. Saying that you feel bad about their loss, that you are sad, or that you wish there was something you could do to make it better are all appropriate comments. You may even wish to share a favorite memory with the family.

If you know other family members, it is better to talk to them than avoid them. It is OK that you may feel awkward. Step forward and introduce yourself and tell what you'll miss most or what you most enjoyed about their loved one.

Revised September 2017

Prepared by Osseo Area Schools Crisis Support Team

Sample message to staff re student funeral arrangements

Dear colleagues:

I'm writing to let you know about the funeral arrangements for_____, a student at [name of school] who passed away unexpectedly on Tuesday.

Services will be held on **Sunday, May 9, from 4-5 pm** at:
Cremation Society of Minnesota
7835 Brooklyn Blvd.
Brooklyn Park
763-560-3100

Messages of condolence may be sent to the Cremation Society and they will forward to the family.

We extend our condolences to the_____family and to_____’s friends who are grieving her loss.

SAMPLE COMMUNICATIONS: Staff Death

Sample Secretary/Front Desk talking points in case of staff death

To be used in response to a parent phone/face-to-face inquiry about a staff death

- We were very sorry to learn that one of our staff members, Mr._____, passed away yesterday.
- This morning, our teachers shared this information with students, and we'll send [or have sent] an automated message to families with more information.
- We have extra staff at school today to support children who need time to reflect or to talk with someone.
- [If appropriate, primarily for elementary students]: At the end of the day, we'll send a letter home with more information and tips about how to help your child through this loss.

Sample classroom announcement: Staff death

Please make this announcement at the beginning of ____ hour today. If you are unable to read this message, please request that an administrator come to your classroom to read this message for you.

If any of your students would benefit from talking to a counselor, please send them to the counseling office. The District Crisis Response Team is also on standby to help, if needed.

If you need to take a break during the day, please call the office and let us know what you need. We are here to provide whatever support you need.

I'd like to talk with you about some sad news regarding a member of our school family, Mr._____, who died yesterday.

Mr._____taught_____and has been with our [name of school] family for the past____years. He will be greatly missed by our students and staff.

This is very sad news for all of us, especially Mr._____'s students and his family, and we're going to try to help one another through our grief.

It's not easy to know how to act or what to say, but your teachers and other staff here at [name of school] are available if you need someone to talk to.

If you feel like you need to talk with a member of our crisis team during the day today, please tell any teacher, and they will help you.

Sample elementary parent/guardian message: Staff death

Dear Parents/Guardians:

It is with great sadness that I inform you that our [name of school] family has lost a very special member. Mr._____, who was one of our special education staff members, passed away on Saturday.

Mr._____'s primary role was supporting students and teachers in our special education program. He also supervised lunch and recess, so he was a familiar face to students across many grade levels. Mr._____joined our school family in xxxx, and he will be dearly missed.

This morning, our teachers shared this information with your child. We have extra staff at school today to support children who need time to reflect or talk with someone about this sad event. And we are encouraging you to talk with your child after school. At the end of the day, we will send a letter home with more information and tips about how to help your child through this loss.

If you have any questions or need additional resources please contact me at 763-xxx-xxxx.

Thank you.

Sample secondary parent message: Staff death

Dear [name of school] families:

It is with great sadness that I inform you that our [name of school] family has lost a special faculty member. Mr. _____, a 9th grade science teacher at our school, passed away yesterday.

Earlier this morning, our teachers shared this information with students. We are providing extra counselors and other staff today, and we will continue to support students and staff in any way possible. Our District Crisis Support Team members are specially trained to help our school community.

I want to assure you that our first and foremost concern is for the well-being of your child and the other students at our school.

Thank you for your support of our [name of school] family.

[Building leader signature]

Sample message for out-of-office email: Staff death

Thank you for your message. This email account is no longer available; please direct your message to [name] at _____@district279.org.

Sample message for out-of-office voicemail: Staff death

Thank you for calling. Calls for this staff member may be directed to the main school office at 763-xxx-xxxx. That number again is 763-xxx-xxxx. Thank you.

Sample message to staff re funeral arrangements: Staff death

Dear colleagues:

I'm writing to let you know about the funeral arrangements for_____, a teacher at [name of school] who passed away unexpectedly on Tuesday.

Services will be held on **Sunday, May 9, from 4-5 pm** at:
Cremation Society of Minnesota
7835 Brooklyn Blvd.
Brooklyn Park
763-560-3100

Messages of condolence may be sent to the Cremation Society and they will forward to the family.

We extend our condolences to the_____ family and to _____'s students and colleagues who are grieving her loss.

[Building leader signature]

Sample message to families re classroom coverage: Staff death

Dear Parents/Guardians:

I'm writing to let you know about our plans to ensure continued effective teaching and learning in your child's classroom, following the death of_____.

We are fortunate that an outstanding substitute teacher,_____, has stepped in to provide temporary support. [Brief sentence about substitute here. For example:_____ has been a regular substitute teacher in our building and she already knows our school community well.]

We are working to hire the very best teacher as soon as possible to support your student's classroom for the rest of the school year. We have posted the position and will conduct interviews as soon as possible

I'll be in touch with you at a later date to introduce your child's new teacher.

If you have any questions, please call me at 763-xxx-xxxx.

Thank you for your support of [name of school]!

[Building leader signature]