

(SAMPLE WRITTEN ANNOUNCEMENT)
(SUICIDE)

It is with great sorrow that I must share tragic news with you. This morning, it was learned that (Name), a _____ grade student, took his/her own life yesterday after school. Our sorrow over (Name)'s death is because we have lost a student, friend, and a classmate who was part of our school; but also, that (Name) decided death rather than other options was the answer to his/her problems.

There are counselors available in the guidance department to talk to any students who were close friends of (Name) or anyone who feels a need to discuss their feelings with someone. These counselors will be available the rest of today and for the next few days, as long as there is a need. Ask your teacher for a pass if you want to go to guidance for discussion. A counselor will follow (Name)'s schedule today and be available at the beginning of each class for classmates to talk about this loss of a friend.

Let's have a moment of silence in memory of (Name). Are there any questions?

OUTLINE OF WHAT ANNOUNCEMENT SHOULD CONTAIN

- Expression of shock and sorrow
- Identify student (Name, grade)
- Type of death
- When/Where
- Repeat expression of loss
- Explain counseling opportunities