

**NATIONAL TRAGEDY (sample letter uses 9-11-01 events as the model)**

Dear Parents,

***(State purpose of letter)***

In light of the tragic attacks that have taken place this week in our country, I wanted to make you aware of how we, here at (your school's name) have responded.

***(Describe the situation.)***

As you know, our country was attacked by terrorists this past Tuesday. On that day and in the intervening days, we have had many calls and requests about the safety of our school and how we are handling this overwhelming tragedy.

***(Describe what was done.)***

Students have had many questions about the attacks and some of them even knew people who died in them. We have dedicated a portion of the last three school days to discussing the attacks. Our guidance counselors have also been available to individual students. Some of the discussions have centered on how we can make sure we are safe as a country and as a school. We will be returning to a normal school day on Monday.

***(Describe what parents can do.)***

The following suggestions come from the Kentucky Center for School Safety. They are, in part:

- Talk with your child about his/her feelings about the disaster; share your feelings too
- Talk about what happened; give your child information he/she can understand
- Reassure your child that they are safe; you may need to repeat this reassurance often
- Hold and comfort your child often
- Spend extra time with your child at bedtime
- Allow your child to mourn or grieve. If you feel your child is having problems at school, talk to his/her teacher, counselor or principal so you can work together to help him/her

***(Close letter)***

Please feel free to call me at 555-5555 or email me at [principal@school.edu](mailto:principal@school.edu) if you have any questions or concerns.

Sincerely,