



## **Parent and Staff Letters Template in Response to the Nashville Tragedy**

**March 27, 2023**

### **Parent Letter**

Dear Families,

We continue to be deeply shocked and saddened by the events that occurred today at the Covenant School in Nashville, Tennessee.

As our students leave school today, it's very possible that they will learn about the shooting. Please know that, if your child has questions or concerns, our counselors are ready to assist. We encourage students to speak with a counselor or another trusted adult if they need any help processing the news.

Additionally, we want to assure you that the safety of our students is our top priority. We are constantly reviewing our security measures to ensure that we are doing everything we can to protect our students and staff. We also urge everyone to speak up if they see or hear anything that could represent a potential threat to school safety.

Throughout this week, our focus will be on the mental, emotional, and physical wellbeing of our students. Please join us in keeping the Nashville community in our thoughts at this time. Thank you for your support.

Sincerely,

<NAME>

<TITLE>

### **Staff Letter**

Dear Staff,

Like you, I am deeply shocked and saddened by the events that occurred today at the Covenant School in Nashville, Tennessee.

While I know our focus is on supporting our students, I also wanted to take a moment to check in with all of you. When a violent act like this occurs in a school setting, it can be difficult to process for those of us who serve in education on a daily basis.

Please know that we are here to help. If you need any assistance, please contact your building principal or direct supervisor. It is important that we all take some time to engage in self-care and tend to our own mental and emotional health.

I hope you will join me in keeping the Nashville community in our thoughts at this time. Thank you for your support and for all you do for our students and families.

Sincerely,

<NAME>  
<TITLE>