

DEATH OF A STUDENT OR STAFF MEMBER

In the event of a death or critical injury of a student or staff member, the superintendent shall inform faculty of the situation or of time and place of a faculty meeting:

- To be sure faculty is aware of the incident
- To share the facts surrounding the incident so that faculty can dispel rumors
- To announce special schedule and events of the day

Steps of Action:

Death of a student or staff member away from school:

1. Whenever possible, the principals shall meet with the crisis team prior to meeting with the faculty.
2. A guidance room may be made available and shall be staffed with trained counselors for as long as needed.
3. Students/staff who appear extremely upset should be escorted to the guidance room or the counselor's office.
4. The staff may meet to discuss events of the day and share any new or additional information.
5. The principal shall determine when a home visit should be made and who will go.

Death of a student or staff member at school:

1. In the event of a sudden death or critical injury of an individual on the school premises, the principal, nurse, and superintendent are notified immediately.
2. The area immediately surrounding the individual is secured and closed off, making sure that nothing is touched, moved, or removed until the authorities have arrived.
 - A. If in a classroom, other students are directed to another room.
 - B. If in a hallway, lobby, commons area, or outside the building, the area immediately surrounding is blocked off, and students are directed away from and around the area.
3. The principal, nurse, or a designee makes contact with emergency personnel and maintains a line of communication with them.
4. Crisis team members are contacted, and if available, assist with directions of onlookers and emergency personnel. Team members can also assist with any other individuals who may be immediately affected by the situation.
5. All media contacts should be referred to the Communications (Supt.), Office at 326-4116.
6. The principal shall determine the time and place of faculty meeting.