

POLICY: CRISIS MANAGEMENT - MEMORIAL ACTIVITIES, ETC.

1. Working with the principal or his/her designee, the family of the deceased will decide the information to be disseminated regarding the circumstances of the death, when possible. If the principal is unable to reach family members, a brief interim message will be disseminated if obtained from a reliable source. The principal will contact (see #4 below).
2. The dissemination of the information regarding the circumstances of the death will be in the following ways:
  - A. If possible, an emergency faculty meeting will be held before school at which time a uniform written message will be distributed to the faculty to be read in an emergency homeroom.
  - B. Or, the faculty will receive a uniform message in the next period class.
  - C. Or, an emergency faculty meeting will be held at the end of the school day at which time a uniform written message will be distributed to be read at the very beginning of the next day.
  - D. A letter should be sent home to parents the same day as the information is shared with the student body. It may be appropriate to send a letter home with all students K-12, informing of the death.
  - E. It is recommended that teachers spend the first fifteen minutes of their class or classes discussing the death. The crisis intervention team will be present to work with teachers in their classes if teachers need assistance. On-going training of teachers on how to deal with related issues need to be done.
3. The school-wide memorial activity will be a moment of silence conducted by the principal or his/her designee and there will be additional opportunities for commemoration planned by students.
4. The crisis intervention team, including the principal, assistant principal, counselors, health educator and school psychologist, will be available to counsel anyone having emotional difficulties as a result of the death. Resources will be available for students who don't want to identify themselves as having emotional difficulties, who are identified by school personnel as particularly vulnerable, or who will not seek out or accept the assistance of school or community professionals.
5. For those students who wish to attend services and who have parental permission, release time will be given. (This will constitute an excused absence.)

6. Coverage will be provided for faculty and staff members who wish to attend services.
7. In order to focus energy in a constructive manner, the library will be made available after school for those who wish to plan for the commemoration of the deceased and to plan for further commemoration activities (through creating scholarships, etc.) The crisis intervention team will be present to assist the students in the further commemoration of the deceased.
8. According to federal guidelines, the only flag that can be lowered to half staff will be the school flag. (Exception will be for a veteran when the U.S. flag will be lowered to half staff.)
9. A follow-up prevention process to point out the disadvantages of driving while intoxicated or dealing with stages of mourning will be initiated when appropriate with an outside consultant.
10. Under certain circumstances, at the discretion of the superintendent, school may open late or be dismissed early.
11. The policy regarding memorial activities for former members of the school community when appropriate will be as follows:  
  
Refer to numbers 2,4,5,6,7,9 and 10 above.
12. All staff will be asked not to talk to any member of the media regarding a death. All media questions should be directed to the principal.

Approved: 01/05/94