

Suggestions for Faculty Meeting



- Stick to the facts, use the person's name, say "died" – not "in a better place" or "passed on"
- Acknowledge and empathize with what individuals may be feeling, every person will be affected differently and it's okay
- It will be a hard day. It's not a normal day but there is safety built in routine, many students need today to be a normal day even though that may be hard
- Every individual has three options – discuss process for each of these for students and staff
 - Stick with regular routine
 - Stick with regular routine with a few time outs as needed
 - Check out and go home – encourage follow up with these individuals as it is critical
- Mention the **EAP** and distribute information/arrange for follow up from the EAP
- Offer to come to specific classes and describe what we might do, including being with them as they talk to students or process with students the loss of their classmate
- Have other administrators or crisis team members watch the faculty for reactions of teachers and staff – encourage notes for the family or process with the faculty the loss as needed
- "Each person in this school is important" - Encourage them to lean on each other
- "Here is what you may see today..." -Reassure teachers that it's okay for them to express their own emotions and it's okay for students to see them cry
 - (if time) here are some possible student reactions you may see: obvious distress, void of emotion, need to blame someone, shock, depression (lack of concentration), curiosity & questions, acknowledgment of mortality with questions about their own death
 - Parents may become more protective and may need extra care & empathy
- Remind teachers that they are modeling healthy grieving, it's okay to express feelings
- If we pass by your classroom you can give us a thumbs up or a thumbs down based on what you or your class are experiencing, crisis team members may look to you for a thumbs up or thumbs down
- If an announcement is going to be made, prepare your class for the announcement and ask that they put phones away and are prompted to stay quiet out of respect for what has happened
- Address media and social media concerns - please don't post on your personal accounts until this is public, it's not our story to tell. You are welcome to reach out and show support to the family through social media outlets in connection with their own story or post. Also, please don't speak to the news media.