

# Student/Staff Death Response School Procedures & Checklists

In the event of a student or staff death immediately contact your Administrator of Schools. If you are unable to contact your AOS continue to call until you reach a Cabinet member.

Please keep the following general guidelines in mind throughout a crisis response:

- Rely on available support.
- Consult with your Administrator of Schools, Communications Director, and the families of the deceased prior to communicating with faculty/staff, students, the media, or the community.
- After coordinating with District support, plan on making personal contact with families.
- **Consult with the District on any memorials.**
- Communicate regularly with your AOS, as well as with the appropriate District support.
- Ensure the safety and well-being of each individual and make proactive contact as appropriate.

District crisis support will include helping with:

- Consultation with written announcements and communication to faculty/staff, students, the community, and the media.
- In-person support for faculty meeting and potential parent meetings.
- Notifying feeder schools and providing support for family members and friends at other schools.
- Rallying necessary crisis team support for individual and group counseling during school day.
- Coordinating outside agency contact as needed
- Providing support to school leadership and school mental health providers in outreach.

Visit [this link](#) for supportive tools and documents or scan the QR code below.



[wellness.jordandistrict.org](https://wellness.jordandistrict.org)

## Pre-Crisis Checklist

- Assign chain of command for days when principal is out of building.
- Review school crisis plan with school team.
- Establish an emergency calling tree or notification plan for school staff.
- Establish school memorial guidelines – what is done for one is done for all
- Determine potential space available for crisis team to meet with students and staff and make space available.

## Crisis Checklist

- Contact Administrator of Schools and coordinate with District Crisis Team.
- Verify facts of the incident with law enforcement and/or family members.
- Contact the family to offer condolences and receive permission for school announcements. Whenever possible, also collect names of friends or family members who need outreach.
- Conduct a planning meeting and needs assessment with school administration, AOS, District support, school mental health team, and other staff.
- Ensure that all communication to the school community is approved.
- Determine method for faculty notification appropriate to the incident's timing and hold an in-person faculty meeting when the schedule allows.
- Determine shared message and method for student notification and set expectations for those sharing the news with students (including subs).
- Ensure that a school and/or District team attends the deceased student or staff member's class schedule to provide support.
- Notify school community of the crisis at the appropriate time to ensure student support, consult with AOS and Director of Communications.
- Withdraw student with exit code DE on day after the last day attended; contact Info Systems to disable Skyward account.
- Determine shared method of communication regarding students who are seen by the crisis team and school-based mental health professionals and ensure shared method for follow-up and parent contact.
- Proactively determine any students who may need outreach (team members, friends, classmates, family, etc.) and ensure that school mental health professionals make contact.
- Notify parents of any student who met with the crisis team or school-based mental health professionals in group or individual meetings.
- Debrief with the staff and District support at an appropriate time.

## Post-Crisis Checklist

- Follow up with all students of concern, in addition to proactively reaching out and continuing contact with those who may be affected by the crisis.
- Work with the deceased student or staff member's family to collect and return the individual's belongings.
- Attend funeral and include the appropriate school and District personnel.
- Handle all students with care and allow proper healing while maintaining consistency and structure.
- After an appropriate amount of time, ask the family if they would like a copy of the student's cumulative file. If yes, make a certified copy and give the original to the family and send a copy to Planning and Enrollment. If no, send original to Planning and Enrollment.

**Additional Activities to Consider** – *These may not be possible or appropriate for every situation*

- Hold an evening parent meeting to share resources and support.
- Host a grief seminar for parents and/or staff to support the grieving process.
- Provide lunch for staff to observe faculty/staff support need and promote communication about students of concern.
- Solicit parent communication regarding students who may be absent or in need of additional support when they return to school.