

CRISIS TEAM ADMINISTRATIVE PROCEDURE

COMMUNICATION

- A. When first notified of a situation, the building administrator (BA) will verify the report and obtain the correct facts from police and/or the family involved.
- B. The BA will take responsibility for informing the Superintendent and the Chairperson of the Crisis Team.
- C. The Crisis Team and administrative staff will meet to assess the facts, develop and implement a plan of action. At this time, a written statement of facts will be developed.
- D. The Superintendent (BA) will be the **only spokesperson** to the press and public. **No other Ellsworth School Department (ESD) personnel is to respond to media requests or questions from parents and community.** The Superintendent will notify the Chair of the Ellsworth School Committee (ESC).
- E.
 - 1. Only the BA will communicate with the family for the purpose of obtaining facts about the situation.
 - 2. The BA will take into account the family's wishes surrounding confidentiality and/or funeral arrangements.
- F. The BA will take responsibility for informing the staff of the incident. If appropriate, the storm day calling system will be instituted.

STAFF PLAN

- A. The BA will hold a brief staff meeting prior to the opening of the school day, before students arrive if possible. The Crisis Team will attend to informing staff of the plan and support available to them.
- B.
 - 1. Calls are made to inform secretaries, bus supervisor, food services supervisor, and head custodians of the situation as deemed appropriate.
 - 2. A statement is developed for secretaries or others who will be answering telephone calls.
- C.
 - 1. Teachers are given a written statement with the known facts to present to the students so that the information given out is accurate and consistent. (Announcement of the incident will be done by the homeroom teacher or alternate person. Use of the intercom is not recommended.) If an incident occurs during the school day, all students will return to homeroom.
 - 2. After students are informed, homeroom period will be extended as needed.
 - 3. Careful attendance will be taken in homeroom and all other classes throughout the day. It is important that parents be notified immediately if it is verified that a student has left school.
 - 4. If school is not dismissed following the incident, students will be encouraged to stay in school.
- D. There will be a faculty meeting at the end of the day. (Reports on how the day proceeded and concerns of the faculty.)

STUDENT PLAN

- A. School schedule proceeds as usual although class time may be used for discussion of situation rather than subject matter according to need of students and discretion of the teacher. All students will be encouraged to stay in school.
- B. Faculty members should keep an eye on student behavior, i.e., crying, irregular behavior, change in academics. (See available resources.)
 - 1. Referrals should be made to Guidance and/or BA.
 - 2. The Guidance Department and/or BA will determine appropriate action to take.
 - 3. A notice from the BA will be given to faculty members to help make them aware of possible behaviors to look for.
- C. A supervised “quiet” space will be designated for those students experiencing grief and/or an unexpected amount of anger.

PARENT COMMUNICATION

- A. At the BA’s discretion, a notification of the incident may be sent home by the student. The purpose would be to inform parents of the incident in factual terms, to explain steps the ESD has taken regarding the incident and possibly to list resources for help available to students and/or parents.
- B. Any pertinent information, such as funeral arrangements in case of death, is included in the statement.
- C. A contact person (BA) is identified for parents who wish to communicate further with the school.

FOLLOW UP

- A. Resources that may be available to assist throughout the ESD when a crisis occurs could include clergy, police, counselors, and other students.
- B. Support groups for students and staff will be recommended as needed. Outside assistance may be needed to lead support groups.
- C. There will be a faculty meeting at the end of the day. (Reports on how the day proceeded and concerns of the faculty.)
- D. The Crisis Team will meet to follow up and to determine how the situation was handled.

Adopted: **March 6, 1990**

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November 7, 2006 (formatting, grammar only)