**Fremont Board Policy** **44E.7b**
**65F.5d**

# CRISIS-INTERVENTION-MEMORIALS PLAN

**Statement:**

The Board of Education supports helping students, staff, and select citizens during the time of personal, family, and organizational crisis considered a tragic event. The Board of Education directs the Superintendent of Schools, or his/her designee, to conduct a periodic review of the policy and update District administrators with the policy regulations. Further, the Board directs the administration to implement the following set of regulations to assure that tragic events and the handling of memorials are conducted appropriately.

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**Adopted: January 20, 1997**

**Reviewed: November, 1997**

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**Revised: January 9, 2012**

**CRISIS-INTERVENTION**

1. Upon notification of the sudden death of a student or staff member, the following people will be notified: building principals involved, the Crisis Team leader, and the Director of Technology/Communications. A member of the Crisis Team will notify the Superintendent.

2. Before any action is taken, one of the Crisis Team members will verify all information concerning the situation.

3. All Crisis Team members will be notified and an initial meeting time and place established.

4. The principal(s) of the building(s) involved will initiate a "calling tree" to all faculty and support staff, informing them of the event and requesting their arrival at school 30 minutes earlier than normal to attend a special faculty meeting.

5. The Crisis Team members will meet with the building principal to plan the school's response to the event. (Ideally this will occur at least 30 minutes before the faculty and staff meeting.) A prepared statement containing as many facts as are available will be released by the Executive Director of Technology/Communications.

6. During the faculty and staff meeting, the principal reviews the facts available pertaining to the event to dispel rumors, to discuss the plan for the day, and to allow for faculty and support staff to express feelings. Faculty/staff are encouraged to lend support to one another.

7. A member of the District Crisis Team describes some of the feelings the students may be experiencing following the death of a classmate. Suggestions are reviewed on ways teachers/staff can help students handle expressions of grief.

8. The building principal or designee will contact substitute teachers according to the District process, so they will be available on a standby basis.

9. A crisis center will be established in a pre-selected area in the school building. Additional counselors from other buildings and/or the Educational Service Unit may be called in to assist with the crisis. A member of the Crisis Team will make phone calls to parents of students who are particularly upset or may be at risk. The crisis center may be kept open after school hours and into the evening to assist students, parents, and staff.

10. A letter from the principal may be sent home with students notifying parents of the sudden death and providing them with information regarding the stages of grief and listing reading materials that are available in the school media center on the subject of death.

11. The school staff is assembled at the end of the school day. The principal or Crisis Team conducts the meeting and does the following:
    a. Allows for the expression of feeling and mutual support.
    b. Reviews the events of the day.
    c. Reviews the characteristics of high-risk students (those who seem especially upset or depressed or show other signs of not coping well) and compiles a list of staff observations of distressed students' reactions during the day.

d. Announces the funeral arrangements. Staff may be encouraged to attend if they feel a special need, or to provide support to students and their families.

12. The Crisis Team will meet to plan continued crisis intervention activities and follow-up procedures.

**MEMORIALS**

The Board of Education encourages the establishment of memorials for the purpose of scholarships names after a student, staff member, or administrator in the district.

The Board of Education also encourages contributions by students, staff, and administrators to memorials designated by the family and local charities, (i.e. Cancer Society, MADD).

The Board of Education reserves the right to reject memorials purchased or donated in memory of a student, staff member, or leader if:

1. It contains a name or picture of the deceased in a yearbook, etc. or to be displayed in a building.
2. It alters the routine of a regular school day.
3. It requires the retirement or discontinued use of school property.
4. It requires the altering of property or publications.
5. It requires the altering of school activities in any way.
6. It infringes on the separation of church and state.
7. It requires public funds to purchase, develop, or maintain.
8. It obligates the District or the District Board of Education in the future that could have an adverse effect on the education of students.

All memorials that are accepted by the Board of Education become property of the School District unless otherwise identified in the Board action accepting the memorial.

Application to establish memorials must be in writing and submitted to the Superintendent of Schools.

**FREMONT PUBLIC SCHOOLS**
**Fremont, Nebraska**