



## 502.1AP Exhibit 2 - Death of a Staff Member

**ESTABLISHED:** 2007.05.16  
**APPROVED:** 2015.11.18  
**AMENDED:** 2015.05.04  
**REVIEWED:** 2015.05.04

### CROSS-REFERENCE:

- Critical incident Response Manual

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### PREABLE:

Although not an occurrence that is anticipated, it is important to have procedures in place to allow schools and school communities to follow a prescribed course of action should a staff death occur. Decisions made at the time of an actual occurrence tend to be made on an emotional rather than rational basis. To this end, the following administrative procedures have been developed to help schools and school leaders take action in the event of a death. The actions taken at the school level are clearly outlined in the Critical Incident Response Manual that should be available in every school. The purpose of this document is to provide protocols for issues outside of the Critical Incident Response Manual mandate.

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### In the event of the death of a staff member who is actively working in BTPS:

- 1) The school principal will follow procedures as outlined in the Critical Incident Response Manual.
- 2) The principal will contact the Superintendent of Schools as soon as possible with the factual information.
- 3) The Superintendent of Schools will communicate with stakeholder groups beyond the school community. (BTPS Schools, Board of Trustees, Central Services Staff)
- 4) Should the funeral take place during the school day, a decision between the Superintendent of Schools, the Chairman of the Board of Trustees and the principal will occur to determine if school closure is appropriate. The decision will be made in the best interests of the education of students. The Superintendent of Schools is the only person who can make the final decision to close a school.
- 5) The school(s) which the staff member works will lower the BTPS Flag to half mast as soon as possible and it will remain at half mast until the morning following the funeral service.
- 6) The Central Services BTPS Flag will be lowered to half mast as soon as possible and it will remain at half mast until the morning following the funeral service.
- 7) Central Services will send flowers or card to the funeral service or to the family of the deceased staff member, depending on time constraints, or a charitable donation on behalf of the Board of Trustees, Central Services Staff and Staff/Students of BTPS.

- 8) Senior Administration or a designate will attend the funeral services on behalf of BTPS Central Services.

**In the event of a death of a staff member who is employed by BTPS but is not actively working in BTPS at the time of their death:**

- 1) The principal will contact the Superintendent of Schools as soon as possible with the factual information.
- 2) The Superintendent of Schools will communicate with stakeholder groups beyond the school community. (BTPS Schools, Board of Trustees, Central Services Staff).
- 3) The school will not be closed under this circumstance.
- 4) The Principal, in consultation with school staff and the school council will determine if the BTPS flag will be lowered to half mast. If this is done, it will remain lowered until the morning following the funeral service.