



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

**ESTABLISHED:** 2007.05.16  
**APPROVED:** 2023.06.20 (2015.11.18)  
**AMENDED:** 2023.05.30 (2015.05.04)  
**REVIEWED:** 2023.05.30 (2015.05.04)

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### **CROSS-REFERENCE:**

- Buffalo Trail Public Schools Crisis Response Manual
  - [502.1AP Media & Public Relations](#)
  - [502.1AP Exhibit 1 Death of a Student](#)
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### **PREAMBLE:**

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 Buffalo Trail Public Schools Crisis Response Manual that should be available in every school. The purpose of this document is to provide protocols for issues outside of the Buffalo Trail Public Schools Crisis Response Manual.

### **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 Buffalo Trail Public Schools Crisis Response Manual.
2. The principal will contact the Superintendent/Director of Inclusive Learning as soon as possible with the factual information.
3. The Superintendent will communicate with stakeholder groups beyond the school community (BTPS Schools, Board of Trustees, Central Services)
4. Should the funeral take place during the school day, a decision between the Superintendent, the Chair 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 is the only person who can make the final decision to close a school.

5. If appropriate, and in consultation with the family and the Superintendent, the principal of the school(s) of 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 (or at the discretion of the principal).
6. If appropriate, and in consultation with the principal, the Superintendent will lower the BTPS flag at Central Services to half-mast, as soon as possible and it will remain at half-mast until the morning following the funeral service (or at the discretion of the Superintendent).
7. The Superintendent or a designate will attend the funeral services on behalf of BTPS Central Services where possible.

**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 school principal will follow procedures as outlined in the Buffalo Trail Public Schools Crisis Response Manual.
2. The school principal will contact the Superintendent/Director of Inclusive Learning as soon as possible with the factual information.
3. The Superintendent will communicate with stakeholder groups beyond the school community (BTPS Schools, Board of Trustees, Central Services).
4. The school will not be closed under this circumstance.
5. If appropriate, and in consultation with the family and the Superintendent, the principal of the school(s) of which the staff member worked, 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 (or at the discretion of the principal).
6. If appropriate, and in consultation with the principal, the Superintendent will lower the BTPS flag at Central Services to half mast, as soon as possible and it will remain at half-mast until the morning following the funeral service (or at the discretion of the Superintendent).