

CRISIS INTERVENTION IMPLEMENTATION PROCEDURE

The Laconia School Board's policy on Crisis Intervention is designed to assist District staff in meeting a crisis or tragedy. A Crisis Intervention Team will manage the policy and provide optimum support for the students and staff in the event of such a crisis, but it is the responsibility of the Superintendent and the building Principals to decide when the policy will be implemented. The Board has proposed guidelines to help everyone deal with such an event.

ADMINISTRATIVE RESPONSIBILITIES – The Principal or his/her designee will:

- Be responsible for ALL media contact.
- Notify the Superintendent or his/her designee who, in turn, will notify the Chair of the School Board.
- Be responsible for scheduling and chairing a staff meeting, if such a meeting is necessary.
- Appoint a Crisis Intervention Team, chairperson, and an alternate.
- Arrange for classroom coverage for teachers and team members who need substitutes.
- Organize school announcements, follow-up memos to staff members, letters to parents and the community at large, if deemed necessary. Respecting confidentiality, only the most essential information will be disseminated in letter form.
- Provide information and a listing of steps, via the letters, that families may follow to assist in this crisis situation.
- Notify administrators in other buildings who may be affected.
- Seek consultation from others, as needed.
- Consult with the Crisis Intervention Team to determine further appropriate interventions in managing the crisis.
- Coordinate student/staff funeral attendance.
- Notify NCYS in the event that abuse has occurred or is suspected of occurring. In the event that such an occurrence happens outside of school on a weekend, holiday, or school-related field trip, the individual staff member is required by law to contact DCYS and the Principal as soon as possible.

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NOTIFICATION

Any person who learns of a death or traumatic event which may affect the school community should report such knowledge to the Principal who will then contact the Crisis Intervention Team chairperson. The Principal/designee will verify the event as reported. Contact will be made with other appropriate and necessary persons (e.g. police, hospital, coroner, etc.). Staff members should not accept a statement from students or other staff members regarding the event without verification of the statement with the Principal.

The Crisis Intervention Team chairperson will notify the other team members and will immediately meet with the Principal to make a decision whether to implement the crisis intervention plan. It is critical to take immediate action to prevent or minimize rumors and misinformation. Implementation of the crisis intervention plan will depend upon the time of the day that the Principal and teams learns of the event. Interventions may be implemented at any time during the school day, as deemed necessary by the Team; if the plan is implemented at the end of the day, it may be necessary to continue with interventions the following morning. It is recommended that school NOT be closed but alter the school schedule to accommodate activities as determined appropriate by the Team.

MEDIA CONTACT

The Principal will have sole responsibility for contact with all media and any incoming inquiries, regardless of the caller(s), should be directed to the Principal/designee.

ANNOUNCEMENT

An announcement consisting only of simple, appropriate facts regarding the incident should be made at the classroom level. The school nurse and guidance counselor will be available to assist teachers and to meet with students who may need further attention and younger children will likely need further attention and younger children will likely need further time for discussion.

STAFF MEETING

A staff meeting may be deemed necessary by the Team in order to disseminate information to staff members, both for support and also to assess the need for further interventions for students. This will be scheduled at the end of the school day.

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FOLLOW UP

It may be helpful at particular grade levels to have students make individual or classroom sympathy cards for the family. A letter will be sent home to parents alerting them of the possibility that further assistance in processing the event may be necessary. The support and assistance of school staff members will be offered and made available to parents.

CRISIS INTERVENTION TEAM MEMBERS

The following staff positions are appropriate for participating as members of a Crisis Intervention Team. Other positions may also be included in addition to the following:

- Guidance
- Principal
- School Nurse
- Team Leaders
- Counselors
- Police Personnel
- Clergy

Adopted: January 23, 1990
Revised: 9/27/96