



Informing a Student of the Death of a Significant Person

These steps should be followed while informing a student in attendance at school of the death of a significant person:

- ▶ Contact parent or family member to determine how the news is to be delivered. Preferably a family member/representative will attend the school to deliver the news.
- ▶ The person(s) delivering the information will be escorted to one of the administrative offices.
- ▶ The child/children will be escorted from class by the Principal or designate to the administrative office.
- ▶ The principal or designate will provide pertinent information to the teachers of the child by memo immediately.
- ▶ Release of the student to the care of a responsible adult will be the responsibility of the Principal or designate.