

## 214: Crisis Response Policy

- I. Purpose:

Providence Creek Academy Charter School (PCA) recognizes that the death of a student or school staff member can have a large impact on the entire school community. Students and staff that have experienced a school-connected traumatic event may need resources, supports, and interventions to promote recovery. This policy focuses on crisis response procedures associated with psychological trauma and addressing mental health needs. This policy is associated with the school's Emergency Operations Plan, specifically the Mental Health and Healing Annex .
- II. Definitions:
  - a. School-connected traumatic event is defined as the death of any student, educator, administrator, or other building employee of the school or other traumatic event that affects a significant portion of the students of the school.
- III. Policy Statement:
  - a. Crisis Response Team
    - i. PCA shall establish a site-based crisis response team that is responsible for planning and responding to school-connected traumatic events.
    - ii. The members of team shall consist of administration, school-based mental health staff, school nurse, and special education staff.
    - iii. The roles and responsibilities of the members will align with the school's Safety Team, outlined in the Emergency Operations Plan.
    - iv. The Team shall:
      1. Regularly discuss and evaluate plans
      2. Coordinate preparedness activities (e.g., staff training)
      3. Lead the Implement the crisis response procedures for the verification of the school-connected traumatic event and the determination of the response level necessary from the crisis response team.
      4. Develop procedures for, and assist with the implementation of:
        - a. the assessment of the school-connected traumatic event's including the impact on students and educators,
        - b. the identification and referral of students that are most impacted by the event, and
        - c. the coordination of required grief counseling and crisis response services.
      5. These procedures will be included in the school's emergency response plan.

- b. The Head of School and her/his designees will use the following procedures for verification of the school-connected traumatic event.
  - i. Collect and verify the facts of the occurrence to ensure that the event is in fact school-connected.
  - ii. Work in collaboration with law enforcement or other local community agencies;
- c. The Head of School and her/his designees will use the following procedures for assessing of the school-connected traumatic event.
  - i. Assess the event using the information noted in b.i. and b.ii above to leverage the appropriate level of response.
  - ii. The assessment of the event will include:
    - 1. Determining the event variables such as the type, consequence, duration, intensity of the traumatic moment.
    - 2. Determining individual student/staff variables such as the exposure, vulnerabilities, reactions.
  - iii. The Crisis Response Team will
    - 1. Use the information from the assessment to establish a Response Plan that
    - 2. Is created using best practices and model frameworks for crisis response.
    - 3. Details the specific responses to meet the needs of the school individuals, students and staff, impacted by the event including:
      - a. The identification and referral of students that are most impacted by the event, and
      - b. The coordination of required grief counseling and crisis response s,
      - c. A timeline for the evaluation for further continued support after the expiration of thirty days of grief counseling provided by the state.
      - d. How the school will share community resources with the family of the student.
  - iv. The Head of School or designee shall:
    - 1. determine the appropriate amount of information to release about the event to students, staff, parents/guardians, and the community.
    - 2. Communicate with the school community.
    - 3. Written communication and any memorialization activities must be approved by the Head of School or designee.
- d. Response Plan/Procedures
  - i. The Emergency Operations Plan should be followed for events that occur on campus.
  - ii. The roles and responsibilities listed in the Emergency Operations Plan will be followed for traumatic events that occur within the community that impact the school. Plans will be developed based on the traumatic event assessment.

- e. Student Services
  - i. PCA shall provide school-based resources, supports and interventions, as determined by individual student need.
  - ii. The Dean of Students or designee shall
    - 1. coordinate the provision of grief counseling funded by the Delaware Department of Education to students demonstrating a need for these services.
    - 2. Evaluate in conjunction with the counseling service provider if additional the individual's needs
      - a. Can be met with regular meetings with the School Counselor for follow-up, or
      - b. show a significant need for and utilization of the services through the current provided. .
    - 3. Work with the Department of Education to pay for additional 45 days of counseling should the individual be identified as written in 2.b. above.
    - 4. Continue to follow-up check-ins with the family until no longer it is determined by the Dean of Students or the guardian that that follow-up is no longer needed.
  - iii. Staff shall monitor student progress and target service provision accordingly.
- f. Staff Supports
  - i. PCA shall provide training to staff on emergency and crisis plans/procedures.
  - ii. PCA encourages staff impacted by school-connected traumatic events, or the response efforts, to access mental/behavioral health support.
    - 1. Resources will be provided to staff members upon request or indicated need.

IV. Related Procedures and Documents:

- a. Title 14 Chapter 41 Subchapter 1 General Regulatory Provisions § 4116B  
<https://delcode.delaware.gov/title14/c041/sc01/index.html>

Approval and Revision Dates:

APPROVED BY THE BOARD OF DIRECTORS AUGUST 27, 2024