

Safety and Emergency Measures 10130 Death of a Board Trustee, Employee or Student	Administrative Application	
	Last Reviewed / Approved on:	November 14, 2025
	References:	Administrative Application 6005 - Flag Etiquette RCSD Crisis and Trauma Response Guide Policy 12 – Role of the Director
	Status:	Operational

Preamble

Regina Catholic School Division (RCSD) is committed to acknowledging that staff and the school community may become profoundly affected with the death of a Board Trustee, Employee or Student. To offset the initial reaction of shock, a concrete plan of action is essential. The process an application below is deemed necessary.

RCSD is committed to acknowledging that staff and the school community may become profoundly affected by the death of a Board Trustee, Employee, or Student. **In times of loss, clear, compassionate guidance helps support our community and ensures that those affected are cared for with dignity and respect.** The process and application below outline the necessary steps.

Application

1. **In the event of the death of a member of the current Board of Trustees**, the Chair or Deputy Chair shall:
 - a. Advise the Director, Human Resource Services, and the Board of Trustees in which the individual had been engaged.
 - b. Request the Director and the Manager of Facilities, to make provision for the lowering of the flag to half-mast. See *Administrative Application 6005 Flag Etiquette* for practices of half-masting.
 - c. Ensure that the Division community is advised as expeditiously as possible of the death, providing appropriate permission has been granted by family.
 - d. Identify the Division official or the Communications & Media Coordinator who shall act as the RCSD spokesperson in the event that there is a need for a public announcement and/or comment.
2. **In the event of the death of a current employee** (the Director or Human Resource Services shall:
 - a. Activate the tragic event response plan as per the *Crisis and Trauma Response Guide*.

- a. Advise the head (or designate) of the area in which the employee had been engaged.
 - b. Request the Manager of Facilities, to make provision for the lowering of the flag to half-mast. See *Administrative Application 6005 Flag Etiquette* for practices of half-masting.
 - c. Ensure that the school community is advised as expeditiously as possible of the death, providing appropriate permission has been granted by family. (including providing information on funeral arrangements).
 - d. Identify the Division official or the Communications & Media Coordinator who shall act as the RCSD spokesperson in the event that there is a need for a public announcement and/or comment.
3. **In the event of the death of a current student**, the school administrator (or designate) shall:
 - a. Activate the tragic event response plan as per the *Crisis and Trauma Response Guide*.
 - b. Inform their area Superintendent and Director in which the student had been attending.
 - c. Request the Director, Manager of Facilities, to make provision for the lowering of the flag to half-mast. See *Administrative Application 6005 Flag Etiquette* for practices of half-masting.
 - d. Ensure that the school community is advised as expeditiously as possible on the death, providing appropriate permission has been granted by the family.
 - e. Contact the Communications & Media Coordinator who shall act as the RCSD spokesperson in the event that there is a need for a public announcement and/or comment.

In each of the above instances, the Director of Education (or designate) shall, on behalf of the Regina Catholic School Division, extend condolences to the deceased's family.