

Sample Checklist for School District/School Staff Meeting  
for  
First Day Back at School

At the first staff meeting after a school incident:

- \_\_\_\_\_ The guiding principle is to return to the normal routine as soon as possible within each class and within the school district/school. The structure of routine of the school district/school provides a sense of safety, security and comfort to all members of the school district/school community.
- \_\_\_\_\_ Share a photograph of the deceased/injured student(s) to help school district/school staff recognize student(s).
- \_\_\_\_\_ Review all actions taken so far and discuss the facts of the incident to dispel rumors. If necessary, prepare a fact sheet for school district/school staff to read to students.
- \_\_\_\_\_ Help school district/school staff members process their responses to the situation.
- \_\_\_\_\_ Talk about the feelings that students may experience and suggest how teachers might handle specific situations.
- \_\_\_\_\_ Provide guidelines for helping students who are upset.
- \_\_\_\_\_ Encourage teachers to allow for expressions of grief, anger, etc.
- \_\_\_\_\_ Emphasize the acceptability/normalcy of a range of emotions.
- \_\_\_\_\_ Consider meeting thirty (30) minutes early the next morning to identify any additional problems or issues.