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.