

<p>Safety and Emergency Measures 10130</p> <hr/> <p>Death of a Board Trustee, Employee or Student</p>	Administrative Application	
	Last Reviewed / Approved on:	February 6, 2026
	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 support our community in times of loss, clear, compassionate guidance is essential. The process and application below outline the necessary steps to ensure that those impacted are cared for with dignity and respect.

To honour all individuals equitably and to respect privacy legislation, communications will only occur when appropriate permissions have been obtained. Division-wide communications regarding the death of an individual will not be issued unless the nature of their job function requires a public announcement, as outlined in applicable Administrative Applications.

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 Crisis & Trauma Response Team as per the *Crisis and Trauma Response Guide*.

- b. Advise the head (or designate) of the area in which the employee had been engaged.
 - c. 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.
 - d. 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).
 - e. 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 School Response Team as per the *Crisis and Trauma Response Guide*.
 - b. Inform their area Superintendent and Director.
 - c. Request the Director or 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.