Northeastern Catholic District School Board

RESPONSE TO TRAGIC EVENTS

Administrative Procedure Number: APE020

POLICY STATEMENT

The Northeastern Catholic District School (NCDSB) is committed to assisting our school communities touched by a traumatic event or crisis that occurs in a family, in the local area or in the broader global environment. As a Catholic community of believers, we are called to show empathy and compassion to our students and staff members who may be affected emotionally by tragedy or crisis. The NCDSB believes that our response to tragedy must reflect our Catholic beliefs, values, and traditions, while respecting the increasing diversity of our community.

REFERENCES

NCDSB Tragic Events Protocol
NCDSB Policy
E-20 Response to Tragic Events

DEFINITIONS

Crisis
An unexpected event that cannot be prevented and which causes deep emotional reactions within the school or community.

Tragic Event
A serious illness, accident, death, or traumatic event that affects more than one student or staff member, and that goes beyond the school resources in terms of coping and responding.

PROCEDURES

1.0 RESPONSIBILITIES

1.1 Principal

i) advise a Superintendent of Education of the situation as soon as possible;
ii) work in partnership with the Superintendent of Education to prepare the school community and response to the tragic event;
iii) maintain active lines of communication with all stakeholders as necessary;
iv) seek the advice and guidance of the Superintendent of Education throughout the process of responding to the tragic event;
v) serve as the primary liaison with the family affected by the tragic event;
vi) direct office staff to make necessary adjustments in the student information system;
vii) work in collaboration with staff to set up a prayer table in honour of the tragic event.

1.2 Superintendent of Education

i) shall advise the Chief Executive Officer of a tragic event upon learning of the situation;
ii) coordinate the response in a particular school with the school principal or designate;
iii) maintain active lines of communication with all stakeholders as necessary.

1.3 Chief Executive Officer

i) communicate the tragic event to the Board of Trustees and NCDSB community as promptly as possible;
ii) work in conjunction with the Superintendent of Education and Principal as required to implement the protocol and support the community in any way possible.

2.0 RESPONDING TO VARIOUS TRAGIC EVENTS

2.1 The Tragic Event Protocol will be created and reviewed regularly to ensure the most appropriate measures are suggested to respond to tragedy or crisis in our Catholic school communities.

2.2 The Tragic Event Protocol will outline possible actions to be taken in response to a tragic event. The Principal will have discretion to modify or adjust the actions based on the incident and the surrounding circumstances, as discussed with the Superintendent of Education.

2.3 The Tragic Event Protocol will provide support in a manner that is consistent with Christian beliefs and values in the Catholic tradition that respects the dignity of each school community.

3.0 SCHOOL TRAINING AND READINESS

3.1 At least one time annually, the Principal will review the Tragic Events Protocol with staff.

3.2 The Chief Executive Officer will engage members of school communities in regular review of the protocol to ensure that our system is able to respond to a tragic event or crisis accordingly.

4.0 RELATED FORMS AND DOCUMENTS

PROTOCOL: Tragic Events Protocol
DOCUMENT: Loss, Grief and Growth Booklet

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: December 2026