



Capital School District

Board of Education Policy

Section: Student
Title: Crisis Response Policy
Policy #: 700-36
Date Approved: 2/18/2026
Date Presented: 1/21/2026

PURPOSE

In accordance with Nolan's Law [14 Del. Code, Chapter 38, Subchapter 2](#), Capital School District will establish and maintain a crisis response plan for all "School-Connected Traumatic Events." Each school will have a building level crisis response team established.

DEFINITIONS

"District": Capital School District

"School-Connected Traumatic Event": defined in Nolan's Law as the death of any student, educator, administrator, or other building employee of a public school or other traumatic event that affects a significant portion of the students in the school.

"Crisis Response Team (CRT)": A team of school employees made up of a representative from the following: Superintendent, district administrator, school administrator, school nurse, school social worker, school counselor, school constable, public relations specialist, and teacher.

"Care Station": Area in the school designated during a school-connected traumatic event response to receive students who need additional support. "Care Stations" are staffed by mental health personnel provided by internal and external professionals. Staff will triage individual students to determine the level of care required and keep data on students who visit the "Care Stations" to determine individual follow-up and continuation of support to determine the overall level of response needed for the school community.

"Employee Assistance Program (EAP)": All State of Delaware employees are enrolled in an Employee Assistance Program as part of their employment benefits. An EAP is a confidential program that offers employees services related to mental health, finance, and personal well-being. Services are usually at a discount or free of charge. EAP programs offer support during school-connected traumatic events for employees.

POLICY STATEMENT

The District will identify and establish a district level crisis response team (CRT). The team will meet at minimum annually to address the need for maintaining the requirements and training standards per best practices for crisis response.

I. Crisis Response Team (CRT)

The CRT Team will include the following:

Team Members	Roles during "School-Connected Traumatic Event"
Superintendent	● Hold a CRT meeting to commence plan implementation

and/or Assistant Superintendent	● Approve actions and associated internal and external messaging
District Administrator	● Lead the CRT, including meeting coordination and member communication ● Designate roles for CRT members ● Coordinate support resources for CRT members and other adult staff
School Administrator	● Communicate with teachers and other building staff ● Establish and implement school-day procedures in response to the traumatic event, including Care Station locations and student escort coordination ● Support staff through the provision of hospitality and relief station
School Counselor	● Coordinate additional student support services as needed ● Notify and coordinate efforts with other area schools ● Notify and collaborate with relevant community agencies ● Manage triage and prioritization of students support needs ● Serve as liaison with family of victim
School Social Worker	● Coordinate support from outside agencies including state-level professionals and agencies (including school-based Wellness Center) ● Identify and support students who need a higher level of care
Teacher	● Provide input to the team to ensure seamless procedures in response to the traumatic event
School Constable	● Expand campus supervision and safety monitoring ● Monitor and assess student responses to the traumatic event ● Coordinate law enforcement actions with the School Resource Officer
School Nurse	● Provide guidance regarding medical needs and related concerns ● Collaborate with staff to ensure students in crisis receive appropriate support
Public Relations Specialist	● Oversee all public communications and notifications ● Represent the District in media communications

II. Verification of a “School-Connected Traumatic Event”

The CRT will work with local law enforcement via our school resource officer or school counselors to verify a "School-Connected Traumatic Event". The CRT will determine the level of response and proper communication needed after the event has been verified.

III. Procedures for Determining Response Level Need

The CRT will determine the levels of crisis response needed in each event. The response levels may be increased or decreased. The level of crisis will determine the level of response from internal and external providers. The level of need may be extended depending upon data collected on a daily basis from the mental health providers.

Level I – Highest Level of Need

Minimum duration of response provided – 5-7 school days

Level II – Moderate Level of Need

Minimum duration of response provided – 3-5 school days

Level III – Lowest Level of Need

Minimum duration of response provided – 1-3 school days

The CRT will determine if grief counseling beyond what can be provided with school staff is needed beyond the 30 days provided by the Department of Education.

IV. Procedures for the Assessment, Coordination of Services, and Referral of Students impacted by the "School-Connected Traumatic Event"

The CRT will use the prepared Crisis Response Team procedures, protocol, and resources to enact a plan of response.

The plan includes prioritizing care for students and continuing a school day as normal as possible. "Care Stations" will be set up to receive students who need mental health support in the school. "Care Stations" will be operated by trained mental health providers from the school, outside agencies, and/or support from DOE/State of Delaware. The CRT will evaluate data from the "Care Stations" on a daily basis to determine the level of need among students to inform actions for the following school day.

V. Procedures for Public Notification and Release of Information

The CRT will meet and determine what information should be shared, how it is to be shared, and when it will be shared. The Public Relations Specialist will coordinate all information release and spearhead the different methods of releasing information. This includes collaboration with local law enforcement release of information and families of the victim(s).

VI. Procedures for Providing Behavioral Health Supports for CRT members and District staff

District administrators will pursue available Employee Assistance Program supports for all employees and coordinate efforts provided by the State of Delaware for all employees. The CRT response plan includes plans to offer support to staff by providing food and hospitality and relief stations.

VII. EXCEPTIONS

None

VIII. GUIDELINES

Nolan's Law [14 Del. Code, Chapter 38, Subchapter 2](#)

IX. REPORTS

None

X. REVIEW

This policy will be reviewed based on a recommendation from the Superintendent or sooner if required by future amendments to state or federal statute or regulations.

XI. DELEGATION OF AUTHORITY

The superintendent/designee has the responsibility for enforcing this policy; communicating it to parents, staff, and relevant parties; and providing necessary administrative regulations.

Any decision concerning the dismissal of school pupils and subsequent action after the above procedures have been followed is the prerogative of the local Superintendent or the School Committee.