

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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Section MISCELLANEOUS

Policy Name TRIBUTES

903

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Board Approved: March 12, 1999

Reviewed: February 20, 2007

Review Prior To: December 2012

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## **POLICY**

The Superior-Greenstone District Board believes that personal or family tragedies of employees require some appropriate response on the part of the Board.

## **PROCEDURES**

### **1.0 Notification**

Any employee should notify the Principal or Supervisor or Trustee of events that might fall under this policy.

Such notice can be verbal or written and should include the following details:

- name of person providing information
- name of person(s) affected
- details of event.

### **2.0 Response**

A senior administrator shall assess the situation and determine the appropriate action, which may include:

- card
- floral tribute
- charitable donation.

### **3.0 Action**

The senior administrator will, having assessed the situation, make the necessary arrangements for the appropriate recognition, which may involve:

- delivery to hospital
- delivery to funeral home
- delivery to home.

The person carrying out this task should provide notice, when this is appropriate, that the Board has acknowledged the event.

### **4.0 Other**

Senior administration shall have the latitude to adjust the above criteria to suit a particular situation.