

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section MISCELLANEOUS

Policy Name TRIBUTES

903

Board Approved: October 24, 2017
September 18, 2012
March 12, 1999

Reviewed: June 6, 2017
September 4, 2012
February 20, 2007

Review By: December 2022

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 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.