

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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Section MISCELLANEOUS

Policy Name TRIBUTES

903

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Board Approved:

\_\_\_\_\_  
October 24, 2017  
September 18, 2012  
March 12, 1999

Reviewed:

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

Review By: **December 2027**  
~~December 2022~~

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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 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 **without breaching privacy.**

### **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.