
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: GBO
Policy Title: Death of Employee or Student
Cross Reference: FF
Legal Reference:
Adoption Date: February 26, 1997,
Amendment or Re-affirmation Date: November 28, 2022

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES IT IS IMPORTANT TO RESPOND APPROPRIATELY IN THE EVENT OF A DEATH OF AN EMPLOYEE OR STUDENT.

GUIDELINES

1. In the event that a death occurs involving a staff member or a student, staff should be sensitive and compassionate to those who may be affected.
2. Schools will not normally be closed for funerals affecting staff and or school students.

REGULATIONS

1. In the event that a death occurs involving a staff member or a student, the Principal or site supervisor, shall inform the Superintendent.. The principal, or site supervisor, shall in consultation with the Superintendent and parents/guardians of the student/family of the staff member, determine which information needs to and/or may be shared and what kind of immediate and long term support needs to be provided.
2. When the funeral of a staff member or a student is scheduled for a school day, the principal or site supervisor, in consultation with the Superintendent, may choose one or more of the following options in order to allow attendance at the funeral service:
 - 2.1. Allow students to be absent from school with parental/guardian approval.
 - 2.2. Allow staff members, who do not have applicable collective agreement or contract provisions, to be absent from school, provided that no additional costs are incurred by the Horizon School Division; or
 - 2.3. Any other actions as approved by the Superintendent.
3. When the funeral of an employee or student who is external to the school is scheduled for a school day, the principal may allow representatives of the school to attend the funeral service provided that no additional costs are incurred by the Horizon School Division.
4. When requests for placement of a memorial are received, approval must be obtained from the board for type, placement, and duration of the memoriam.
 - 4.1. The board maintains the authority regarding decisions regarding memorials in place prior to the reaffirmation of this policy for type, placement, and duration of the memoriam.