

Administrative Guidelines

PERSONNEL: GENERAL

Death of an Employee

The following Guidelines are to be followed upon notification to the Superintendent of the death of an employee, with the exercise of appropriate discretion in accordance with the wishes of the family of the deceased and the particular circumstances:

- The Superintendent or designee shall personally contact the family member listed on the employee's emergency card to relay condolences, followed by a card or letter to the family;
- The Assistant Superintendent of Personnel shall issue a written statement to Principals and Supervisors for posting and announcement. Information about the time and place of any known memorial service or funeral and any family-approved place for donations may be included in the written statement.
- The Principal or Supervisor shall send a letter to the parents of all pupils who interacted with the employee on a regular basis;
- The Assistant Superintendent of Personnel shall prepare any press releases;
- The Board of Trustees shall acknowledge a death at its next meeting by adjourning in memory of the employee;
- Any other acts of acknowledgement deemed by the Superintendent or designee to be appropriate under the particular circumstances may be implemented.

Adopted: May 25, 1989