

Administrative Procedure 439

Human Resources

CONDOLENCES

BACKGROUND

Condolences may be extended by the charter board to staff members and their families upon the death of a staff or family member. Condolences may also be extended to charter board members and students' families in the event of a death.

DEFINITIONS

Family member:

A spouse, partner, child, parent, sibling, grandchild, son-in-law, daughter-in-law, or parent of spouse or partner.

PROCEDURES

1. Condolences may be extended to current employees on the death of a family member, to students' families on the death of a student, and to charter board members on the death of a family member.
2. The superintendent shall co-ordinate the extension of condolences and, with the permission of deceased's significant other or designate, may notify staff.
3. Employees are asked to advise the superintendent or human resources of the death of a student, a current or former employee, or the death of a family member of an employee, student, or charter board member.
4. In the event of the death of a current employee, student, charter board member, spouse, parent of a student, or child of a current employee or charter board member, the superintendent may send an appropriate acknowledgement, and the superintendent may attend the funeral where appropriate and when possible.
5. In the event of the death of a former employee or charter board member, the superintendent may, if notified, send an appropriate acknowledgement.
6. In the event of the death of a current employee, the human resources director may post condolences on SharePoint at the request of the immediate family. The superintendent shall provide the information to the charter board and provide a condolence message for the board chair at the next available board meeting.

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