
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	GBO
Policy Title:	Death of Employee or Student
Cross Reference:	
Legal Reference:	
Adoption Date:	February 26, 1997,
Amendment or Re-	October 24, 2001,
affirmation Date:	February 18, 2011

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.

REGULATIONS

1. In the event that a tragedy occurs involving a staff member or a student, the Principal, in consultation with the staff and the Superintendent shall respond with sensitivity to those who are affected. The Principal shall determine which information needs to be shared and what kind of immediate and long term support needs to be provided.
2. In the event that the funeral of a school staff member or a student is scheduled for a school day, the Principal or designate of the school, 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 or groups of students (classes) to be absent from school;
 - 2.2. Allow staff members to be absent from school provided that no additional costs are incurred by the Horizon School Division; and/or
 - 2.3. Close a portion or all of the school for a part or all of a school day provided that extra busing costs will not be incurred.
3. In the event that 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. In the event that there is a request for a memoriam, approval must be obtained from the board for type and placement of the memoriam.