

FUNERAL SERVICES AND SCHOOLS

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1.0 PRINCIPLES

- 1.1. The South Shore Regional School Board (SSRSB) believes that the school functions as an integral part of the broader school community. The death of a student, staff member or community member has a significant impact on children and youth and all who serve them. Regional and school administration must be sensitive and responsive to the relationship between a specific school and its communities.
- 1.2. The SSRSB believes that schools should not be closed due to a death in the school community or to accommodate a funeral service, except in extenuating circumstances as determined by the Superintendent of Schools in consultation with the principal.
- 1.3. The SSRSB recognizes that in certain communities, the school may be the only location suitable to accommodate a funeral service. In such situations, the Superintendent of Schools, in consultation with the principal, may approve the use of the school for the service, provided there is no interference with the normal hours of operation, including dismissal and bus traffic.

2.0 POLICY FRAMEWORK

- 2.1. This policy complies with the Education Act and other related provincial acts and policies.
 - 2.1.1. SSRSB Policy 420: Facility Usage

3.0 AUTHORIZATION

The Superintendent is authorized to issue procedures in support of this policy.

FUNERAL SERVICES AND SCHOOLS

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1.0 PROCEDURES

The following procedures shall be followed when there is a death in a school community and a request is received to close schools and/or to hold funeral services in a school.

2.0 CLOSURE OF SCHOOL DUE TO A DEATH:

- 2.1. All requests shall be referred to the Director of Operations.
- 2.2. School will not be cancelled or dismissed early due to a death or funeral service.
- 2.3. In extenuating circumstances, the Director of Operations may make an exception to the policy, following input from the principal and the board member for the catchment area of the school.

3.0 USE OF SCHOOL FOR FUNERAL SERVICES

- 3.1. If the school is the only venue large enough to house a funeral service, the Director of Operations may grant permission to do so.
- 3.2. The service must not interfere with the normal hours of operation, and must not interfere with the usual dismissal of students and buses.
- 3.3. All costs incurred as a result of the use of a school for a funeral service, including custodial services must be paid by the individual(s) making the request, as per the Community Use of Schools Policy and Administrative Procedures.

4.0 MONITORING

- 4.1. The Superintendent of Schools shall be responsible for the implementation, monitoring and revision of this administrative procedure.
- 4.2. The Administrative Procedure shall be monitored annually.

5.0 RESPONSIBILITIES

It shall be the responsibility of the Superintendent to ensure these administrative procedures are followed.