

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 493
SECTION:	RELATIONS		
PROCEDURE:	EXPRESSIONS OF SYMPATHY		

BACKGROUND

The Christ the Teacher Catholic Schools recognizes its need to express its sincere sympathy during the time of bereavement. It is also recognized that appropriate procedures are required to ensure that when an expression of sympathy is considered it is done in a consistent manner.

PROCEDURES

1. This administrative procedure shall be administered by the Director of Education.
2. It is the practice of the division to provide for an expression of sympathy upon the death of:
 - 2.1. a board member;
 - 2.2. an employee of the division;
 - 2.3. chaplain;
 - 2.4. a spouse or child of a permanent employee or board member;
 - 2.5. a student enrolled in the division or for whom the division pays fees; or
 - 2.6. others at the discretion of the Director of Education.
3. Expressions of sympathy shall be in the form of a floral tribute or charitable donation in memory of the deceased designated to the family's specified charity.
4. Where the death of a relative occurs which is not a relationship as listed above, letters or cards of sympathy may be provided.

Reference:

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