
		Commission scolaire English-Montréal English Montreal School Board
POLICY:	DEATH OF A STAFF MEMBER OR STUDENT	CODE: DG-11
Origin:	General Directorate	
Authority:	Resolution #89-09-27-7.6	
Reference(s):		

POLICY STATEMENT

Generally, schools shall remain open following the death of a staff member or student. Any exception to this rule must be approved by the appropriate Regional Director, Director of Student Services or Director of Adult Education and Vocational Services.

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PURPOSE

To provide the guidelines and procedures for in-school administrators in the event of a death of a member of staff or a student.

PROCEDURE

The following is a list of suggestions which school administrators may elect to follow:

1. Communicate the funeral arrangements to concerned parties.
2. Send a 'small' delegation, representing staff, students and administration, if appropriate, to attend the funeral service.
3. Fly the flag outside the school at half-mast on the day of the funeral.
4. Arrange a memorial service to permit a larger portion of the school community to participate, taking into account the wishes of the bereaved family.