



Bereavement Procedures

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Memo To: All Staff

From: Director of Education

ACCESSIBILITY:

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PURPOSE:

The purpose of this memo is to inform all staff on the procedures that would signify appropriate recognition, sensitivity, and consistency on the part of the Waterloo Catholic District School Board (WCDSB) toward the bereaved.

REFERENCES:

- Policy I 001 Ends
- APB 004 School Generated Funds and Fundraising
- APB 001 School Operating Budgets
- Ontario Regulation 612/00 School Council and Parent Involvement Committees
- Executive Limitation IV 009 Asset Protection
- APC 036 Freedom of Information and Protection of Privacy
- APO 006 Purchasing Procedures
- APSC 001 Catholic School Councils
- Ontario Association of School Business Officials Guidelines for School Generated Funds (2009)
- Ministry of Education Fundraising Guidelines

FORMS:

- N/A.

REPORTS:

- N/A.

APPENDICES:

- N/A.



COMMENTS AND GUIDELINES:

1. The Board's Bereavement Response:

- i) In the event of the death of a trustee, full or part-time employee, or student of the Board:
 - a) The Director and the Chair of the Board sends a card of condolence to the family of the deceased.
- ii) In the event of the death of a relative of a trustee, full or part-time employee of the Board (i.e. spouse, child, brother, sister, parent or grandparent):
 - a) A card of condolence from the Director and Chair of the Board is sent to the bereaved.

2. Board Office Bereavement Response:

Individual employees, departments or schools are free to arrange collections and recognize bereavement in whatever way they deem appropriate. The use of budget funds is not permitted in any circumstance.

3. School Bereavement Response:

Individual employees, departments or schools are free to arrange collections and recognize bereavement in whatever way they deem appropriate. The use of school budget funds or student generated funds is not permitted in any circumstance.

4. Notification Process:

- (a) To ensure Board Office notification, Principals and Board Office Departments assume the responsibility for notifying the Director's Office upon learning of the death of a person as identified in (i) and (ii) above.
- (b) The Director's Office upon receiving notification of a death will immediately send out a Bereavement Newswire to staff that have registered to receive them.