

Background

Pembina Hills Public Schools is committed to creating environments that are welcoming, caring, respectful and safe. During difficult times, the Division will endeavor to support students and staff. Condolences shall be extended to families in the event of a death of a student, employee, trustee, or on the death of a significant relative of a current employee or trustee.

Definitions

Significant relative for the purpose of this Administrative Procedure is defined as a spouse, partner or child.

Procedure

- Students and staff are encouraged to respect the sensitive nature of loss, appreciate the various ways people express grief, and strive to show support to the grieving individual.
- The death of a student impacts the entire school community. Guidelines in [AP 50-03 Practices Related to Student Death](#) have been established to provide an orderly, effective, and caring response.
- Division leaders or their designate shall be responsible for notifying the Superintendent's office of the death of a current student, employee, trustee, or the death of a significant relative of a current employee or trustee.
- In the event of a death of a significant relative of a current employee or trustee:
 - a. A condolence card will be sent to the family signed by the Board Chair on behalf of the Division.
- In the event of a death of a current student, employee or trustee:
 - a. The Superintendent shall notify the Board Chair and Senior Administration.
 - b. Senior Administration may in turn notify Principals, staff and students as required.
 - c. A condolence card will be sent to the family signed by the Board Chair on behalf of the Division.
 - d. A contribution of \$50.00 will be made in the name of the deceased to the named charity or assigned school.
 - e. Schools shall remain open, however, support from the Division's Critical Incident Team shall be available if required.

Reference

[Policy 19 Welcoming, Caring, Respectful and Safe Environments](#)
[AP 20-01 Flag Protocol](#)
[AP 50-03 Practices Related to Student Death](#)