



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

BEREAVEMENT PROTOCOL

Purpose

The purpose is to inform all staff on the protocol that would signify appropriate recognition, sensitivity, and consistency on the part of the Algonquin and Lakeshore Catholic District School Board (ALCDSB) toward the bereaved.

Procedures

1. The Board's Bereavement Response

- 1.1. In the event of the death of a student, full or part-time employee or trustee of the ALCDSB, the Director's Office will:
 - 1.1.1. Send a condolence card to the family of the deceased.
 - 1.1.2. Make arrangements for a floral remembrance to be sent to the funeral home. Where the bereaved family suggests that a donation in lieu of flowers be made to a particular cause, a donation in an amount equal to a floral remembrance will be made.
- 1.2. In the event of the death of a relative (spouse, child, brother, sister, parent) of a full or part-time employee or trustee or notification of the death of a former employee or student of the ALCDSB, the Director's Office will:
 - 1.2.1. Send a condolence card to the family of the deceased.

2. The Board's Bereavement Response

- 2.1. All schools, board office departments and sites assume the responsibility for notifying the appropriate supervisory officer upon learning of the death of a person as identified in (1.1) and (1.2) above. This ensures Board Office and system notification will occur.
- 2.2. The following information will be required:
 - 2.2.1. Name and relationship of deceased to staff member/trustee; student's school site; last known school or worksite of former student or employee.
 - 2.2.2. Date, location and time of wake and funeral.
- 2.3. The department of the applicable supervisory officer, upon receiving notification of a death, will notify all staff by posting the information to the employee portal page under "Memorial Announcements", in order that the Bereavement protocol is completed promptly.
- 2.4. All staff have the option to sign up for automatic notifications when a new announcement is posted, or can check the portal site on a regular basis.

3. Individual or Group Bereavement Response

- 3.1. All sites may send a floral remembrance, donation or Mass card on behalf of the aforementioned site with the combined total not to exceed \$75.00 using board or school-generated funds in recognition of the deceased person as identified in 1 (1.1) and (1.2) above.
- 3.2. Employees and departments are free to arrange collections and recognize bereavement in whatever other way they deem appropriate. Board or school-generated funds may not be used for these purposes.