



EXPRESSIONS OF SYMPATHY

Legal References:

Related References:

Effective Date: *Feb 23, 1998*

Revisions: *May 30, 2005, May 13, 2026*

Reviewed: *November 12, 2018, November 15, 2021*

1. Purpose

- 1.1 It is the policy of the Waterloo Region District School Board (WRDSB) to offer a tangible expression of sympathy to members of the immediate family upon the death of a trustee, staff, or student attending a school under the jurisdiction of the WRDSB, recognizing it has a genuine interest in and concern for the welfare of all members of its educational team, particularly in time of bereavement.

2. Application

- 2.1 On behalf of the WRDSB, a joint letter of condolence will be sent from the Chair and Director of Education to the immediate family upon the death of a trustee, staff, or student attending a school under the WRDSB's jurisdiction.
- 2.2 The letter will indicate that as an expression of sympathy, a general planting of trees memorializing individuals covered by the WRDSB's policy will be undertaken.
- 2.3 Memorial trees will be planted at times and locations to be determined by the WRDSB's grounds keeping staff in consultation with the family.
- 2.4 On behalf of the WRDSB, a joint letter of condolence will be sent from the Chairperson and Director of Education to the immediate family upon the death of community members who have contributed significantly to the education of students in the Region of Waterloo.