



## FUNERAL ATTENDANCE BY SCHOOL STAFF

Responsibility:	<i>Superintendent, Human Resource Services Senior Manager, Human Resource Services</i>
Legal References:	
Related References:	<i>OSSTF Collective Agreement – 15.05 (1d); EFTO Collective Agreement – 14.03 (3a);</i>
Revisions:	
Reviewed:	<i>January 2016</i>

### 1. Preamble

- 1.1 The procedures that follow provide general guidelines and expectations for principals as they respond to situations in which a number of staff indicate a desire to attend a funeral that is scheduled to occur during the school day. This may occur when the deceased is a staff member or a person well known in the school community.

### 2. Staff Attendance at Funeral

- 2.1 When a funeral is scheduled during the school day for a member of the school community, it is important that the school demonstrate appropriate respect and support by ensuring attendance at the funeral. At the same time, it is also important to acknowledge the obligation of the school to continue to provide a safe learning environment and meaningful instruction throughout the school day.
- 2.2 Depending on the timing of the funeral, staff members may wish to be absent from their teaching responsibilities to attend the funeral. Principals or designates shall:
  - 2.2.1 consult with the Board's Traumatic Events Coordinator and the school superintendent in developing an appropriate plan and ensuring that appropriate support is provided;
  - 2.2.2 inform staff of the available information regarding the death;
  - 2.2.3 provide the details of the funeral;
  - 2.2.4 provide a sign-up list that staff can sign within a designated time period to indicate their desire to attend the funeral;
  - 2.2.5 honour all relevant collective agreements;
  - 2.2.6 develop a plan that balances opportunities to attend the funeral with ensuring continuity of instruction and "teacher presence" in the school;
  - 2.2.7 communicate with parents and students the details of the funeral and the programming plans for students.
- 2.3 Principals shall plan (with assistance from the Traumatic Events Coordinator and the school superintendent) the degree of response which will be necessary to provide coverage during the funeral by pursuing suggestions below (as appropriate):
  - 2.3.1 schedule occasional teachers by attempting to invite staff who are known by students and familiar with the school community;
  - 2.3.2 solicit support from the school's Family of Schools by requesting a staff member from each school;
  - 2.3.3 request support from a person familiar to students or staff (i.e. teacher or counselor from a feeder school);
  - 2.3.4 develop student programming based on the most effective use of available staff.

- 2.4 Recognize that the death of a student, teacher or other staff member is a very difficult event for a school community. Every occurrence is different and requires a unique approach depending upon the situation, the age of the students, and a variety of other factors. Recognize that some members of the school community will require opportunities to mourn and discuss their feelings (Traumatic Events Team will continue to support).