



PROCEDURE

HR-001

BEREAVEMENTS

Superintendent Responsible: Superintendent of Human Resources	Initial Effective Date: 2019/05/27
Last Updated: 2026/09/30	Next Review Date: 2030/09/30

Purpose:

To outline the communication process and other protocols that occur in the event of the death of an employee(s), student(s) or significant public figure, to allow the expression of sympathy and respect without interruption of the educational program for students.

Guiding Principles:

The following process should be followed unless direction is otherwise received from the Chief Executive Officer (CEO) or designate.

1.0 Notification

In the event of the death of an employee(s) or student(s), Administrator(s)/immediate Supervisor(s) who become aware should notify the Communications and Community Relations, who will send a message to the system, pending confirmed consent from the family or designate.

2.0 School

- 2.1 The school remains open, and programs continue to be offered to students.
- 2.2 Administrator(s) may choose to contact their Superintendent of Education to arrange for the assistance of the Traumatic Events Response Team.
- 2.3 Employee(s) may attend a funeral as representatives of the school, according to the extent to which internal arrangements for coverage can be made within the school.

3.0 Education Centre, School Support Sites

Employee(s) may attend a funeral as representatives of the sites, according to the extent to which internal arrangements for coverage can be made.

4.0 Flag

- 4.1 In the event of the death of a current employee(s) or student(s), flags at the Education Centre, Joseph Brant Learning Centre, Teacher Resources Centre and at the schools impacted, will be flown at half-staff for three (3) days, as appropriate.
- 4.2 In the event of the death of a local politician, traditional First Nation Chief, First Nation Band Council Chief, civic official, former or present Prime Minister, Head of State of Canada, or Premier of Ontario, Administrator(s)/immediate Supervisor(s) are required to follow these procedures unless specifically directed to do otherwise by the CEO or designate:
 - 4.2.1 The flag at the Education Centre, Joseph Brant Learning Centre, Teacher Resource Centre, and schools shall be flown at half-staff on the death of a former or present Prime Minister, Head of State of Canada or Premier of Ontario, or at the direction of government officials.
 - 4.2.2 The flag at the Education Centre and Joseph Brant Learning Centre, Teacher Resource Centre shall be flown at half-staff, and at any school at

the discretion of the CEO or designate, on the death of a local politician, traditional First Nation Chief, First Nation Band Council Chief or civic official representing or working in the municipality where the school is located and on the death of certain individuals not covered above.

4.2.2 The flag will be flown at half-staff for three (3) days, as appropriate.

4.3 The CEO or designate may direct that the flag at the Education Centre, Joseph Brant Learning Centre, Teacher Resources Centre be flown at half-staff for three (3) days, as appropriate in solemn recognition at the request or direction of the Federal Government, Government of Ontario or as otherwise deemed consistent with the Grand Erie's mission and vision.

5.0 **Memorial Statements**

When a current Grand Erie employee(s) or student(s) passes away, and family permission is obtained, a Memorial Statement celebrating the life of the individual may be submitted by the Administrator(s)/immediate Supervisor(s) to the CEO or designate to be shared through central communications. The statement will then be forwarded to the family, along with Grand Erie's sincerest sympathy.

Reference(s):

- Traumatic Events Response Guide