

CONDOLENCES AND CONTRATULATORY MESSAGES

Category	Human Resources		
Subject	Condolences and Congratulatory Messages		
Adopted	November 2015	Revised	March 2021

Policy Statement

It is important to recognize and acknowledge significant events in the lives of students or staff. The Office of the Superintendent should be advised, as soon as possible, of the death of a student, an employee or a significant relative of an employee or of a significant award or achievement of a student or staff in the school district.

Procedures

1. In the event of the death of a student or employee, the Superintendent, or designate, shall send a plant, arrangement or a memorial on behalf of the School District.
2. In the event of a significant award or achievement by an employee or student, the Superintendent, or designate, may forward a congratulatory message commending them for their performance. A copy of the letter to the employee may be placed in their personnel file.