

Policy Title	Sympathy Tributes and Memorial Recognitions		
Date of Issue	September 21, 1999	Related Procedure	AP 1403-D
Revision Dates	September 1, 2005; September 1, 2008; February 21, 2012 (rev. Rationale-Strategic Plan); February 21, 2017	Related Forms	
Review Date	February 1, 2022	Originator	Board of Trustees
References			
AP 2803-D "Flags – Use and Display"			

1.0 RATIONALE

- 1.1 Bluewater District School Board policies will support and provide direction necessary to achieve the board’s Vision, Mission and Strategic Plan priorities.
- 1.2 Bluewater District School Board recognizes its need to express its sincere sympathy during the time of bereavement. It is also recognized that appropriate guidelines are required to ensure that when a memorial recognition is considered it is done in a consistent manner throughout the board.

2.0 POLICY

- 2.1 **It is the policy of Bluewater District School Board to send in the board’s name a floral tribute or financial contribution in memory of the deceased to charitable or research associations upon the death of the following:**
 - i. **a trustee of the board**
 - ii. **a permanent employee of the board**
 - iii. **a partner, spouse, child or parent of a permanent employee or trustee of the board**
 - iv. **a pupil enrolled in Bluewater District Schools or for whom the board pays fees**
 - v. **others at the discretion of the Director of Education**
- 2.2 **In addition to sympathy tributes Bluewater District School Board supports the establishment of other memorials such as awards or tributes. Such memorials will follow the established procedure.**

3.0 SYSTEM EXPECTATIONS

- 3.1 Supervisors of the affected employee will be responsible for the implementation of this policy by ensuring that the related procedure is followed.
- 3.2 The current amount for sympathy tributes will be periodically reviewed and adjusted if necessary.
- 3.3 This policy will be administered by the Director of Education.