



YORK REGION DISTRICT SCHOOL BOARD

Policy and Procedure #270.0, Tributes

Executive Summary

Policy and Procedure #270.0, Tributes outlines the process by which the York Region District School Board acknowledges the death of any current student, trustee, staff member or immediate family member of a staff member or trustee.

What has Changed?

Major changes to the document: recommendation to no longer provide an environmental tribute from Trustees; recommendation for Trustees to make an annual donation to a Board identified charitable foundation as an expression of sympathy on behalf of the Board; recommendation to no longer place permanent plaques, stones, benches, trees, etc.; addition of a procedure.

Reason for review: Four-year cyclical review.

Who is affected by these changes and what is the impact on current practice?

Implementation timelines: Immediate.

Lead Superintendent(s)/Subject Matter Expert(s): Director of Education.

Stakeholder Groups with Responsibilities under this Policy

- Board of Trustees
- Director of Education
- Associate Director of Education, Leadership and Schools
- Administrative, Legal and Trustee Services
- Corporate Communications
- Principals, Managers and Supervisors
- Plant Services

Relationship to Board priorities

This policy and procedure fosters well-being and mental health by acknowledging the loss of a current student, trustee, staff member or immediate family member of a staff member or trustee. This is done in a respectful and fiscally responsible manner.

Timelines and Next Steps

This policy and procedure was scheduled for second review at the October 3, 2022 Policy and By-Law Standing Committee meeting.

Providing Feedback

Questions about this policy and/or procedure should be raised with your principal, manager or supervisor. If additional clarification is required, principals, managers and supervisors may contact the lead superintendent and/or subject matter expert through Trustee Services.

In accordance with Board Policy #285.0, [Board Policies, Procedures and Supporting Documents](#), the Board welcomes all comments and suggestions on Board policy.

Input is an important component of the review process. If you feel a policy and/or procedure needs to be revised, feedback may be submitted through the school council or by submitting the on-line form. In your response please;

- outline clearly the specific section(s) of the policy and/or procedure in which you are not comfortable,
- suggest specific alternate wording to reflect your position, and
- identify the reason(s) for your concern(s).

Specific recommendations or questions about the review process should be submitted using the on-line form or sent to the Policy Officer via email at policy.committee@yrdsb.ca, or via telephone at 905-727-0022 extension 2570 or in hard copy at [The Education Centre – Aurora](#).

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property, or partaking/volunteering in Board or school-sponsored events and activities, will respect the policies and procedures of the Board.



Board Policy #270.0

Tributes

1. Policy Statement

The York Region District School Board wishes to acknowledge the death of any student, trustee, staff member or immediate family member of a staff member or trustee that passed away during the current school year by paying tribute to them in a respectful and fiscally responsible manner.

2. Responsibilities

2.1 The Board of Trustees is responsible for:

- a) providing condolences from the Board of Trustees;
- b) providing the financial donation to a charitable foundation identified by the Director that supports York Region District School Board students as an overall expression of sympathy from the Board;
- c) reviewing the Tributes policy in accordance with the priorities in the Trustees' Multi-Year Strategic Plan and the approved policy review cycle; and
- d) understanding the Tributes policy and communicating with members of the community about it, as required.

2.2 The Director of Education is responsible for:

- a) implementing the Tributes policy; and
- b) identifying the charitable foundation that supports York Region District School Board students for an expression of sympathy donation.

3. Definitions

3.1 Immediate Family Member

An immediate family member is a spouse/partner, mother, father, son, daughter, brother or sister of a current staff member or trustee.

4. Contact

Administrative, Legal and Trustee Services
Planning & Property Development Services

5. Policy History

Approved: 1997

Revised: 2002, 2008, 2013, 2021, 2022



Board Procedure #270.1

Tributes

1. Procedure Statement

This procedure outlines the steps followed when the York Region District School Board acknowledges the death of any student, trustee, staff member or immediate family member of a staff member or trustee that passed away during the current school year by paying tribute to them in a respectful manner that is both fiscally and environmentally responsible.

2. Responsibilities

2.1 Trustee Services shall:

- a) send a letter of condolence, signed by the Board Chair, on behalf of the Board of Trustees in the event of the death of a current student, trustee, staff member or a member of the immediate family of a staff member or trustee;
- b) notify the three administrative centres (Education Centre Aurora, Centre for Leadership and Learning, Education Centre Newmarket – Facilities Management Centre) to lower the flag when a death occurs;
- c) notify, including funeral information, the following:
 - Trustees,
 - Superintendents,
 - Corporate Communications,
 - Human Resource Services;
- d) maintain appropriate records and work with Finance Services to provide the donation to the Board-identified charitable foundation for the student, trustee, staff member or immediate family member of a staff member or trustee that passed away during the current school year; and
- e) accept any other donation which may be received towards the Board identified charitable foundation.

2.2 Corporate Communications shall:

- a) identify and notify schools and any additional locations where flags should be lowered.

2.3 Principals, Managers and Supervisors shall:

- a) notify Trustee Services of the death of any current student, staff member or immediate family member of a staff member;
- b) post funeral or other related information on the Board's intranet website, after seeking approval from the family;
- c) lower the flag at the school as directed by Corporate Communications in the event of the death of a current student, trustee or staff member;

- d) not install permanent memorials (e.g., plaques, stones, benches, trees, etc.) on Board property to acknowledge the death;
- e) refer to the Mental Health Response Guidelines for the recommended procedure to access school-based mental health supports and resources; and
- f) if needed, contact Psychological Services and/or School Social Work and Attendance Services to support the community during the grieving process.

2.4 Plant Services shall:

- a) lower the flag at administrative centres as directed by Trustee Services or Corporate Communications, in the event of the death of a current student, trustee or staff member.

2.5 Finance Services shall:

- a) ensure that donations toward the charitable foundation are allocated to the charity as specified by the Director.

3. Definitions

3.1 Charitable Foundation

The organization chosen for an expression of sympathy donation.

4. Contact

Administrative, Legal and Trustee Services
Corporate Communications
Planning & Property Development Services

5. History

Drafted: 2021
Revised: September 2022