



INDEPENDENT PROCEDURE

Title: **EXPRESSIONS OF SYMPATHY**

Independent Procedure No.: **9057**

Effective Date: 2020 JAN 27

Department: Director's Services

Reference(s): Display of Flag Policy and Procedure (currently under review)

The following recognitions reflect the desire of the Board to honour and express sympathy to families who have experienced the death of a family member that is either a current student, staff member, or trustee of the Thames Valley District School Board.

Each school, department, or administrative site may have a tradition of honouring or expressing sympathy when a trustee, staff member or student of the school/department has died. In addition to these traditions, the following system recognitions may be considered:

- The flag may be half-masted in accordance with the Display of Flag Procedure.
- The name of the deceased may be included in the Official Record (verbal announcement made at a regular meeting of the Board).
- An announcement of the death may be communicated to TVDSB employees.

For these public expressions of sympathy, it is the responsibility of the School Administrator and/or Supervisory Officer to contact the family/legal guardian for consent. Consent may be verbal. Once consent is obtained, the School Administrator or Supervisory Officer is required to provide to the Communications department the name of the deceased, the school/work location, the date of death, and, as appropriate, details regarding funeral/visitations and/or celebrations of life.

Administered By: **Director's Office - Communications**

Amendment Date(s): note: previously incorporated in Recognitions – Staff, Students, Schools, System Independent Procedure (#9042, rescinded 2020 Jan. 27)