



## Acknowledgement of Bereavement

### **Administrative Procedure 1.A.180**

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**Board Governance Policy Cross Reference:**

**Legal Reference:**

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**Date Adopted: June, 2013**

**Date Amended: May 2018**

**Date Reviewed: April, 2019; January, 2020; October, 2022**

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#### Procedures

1. Upon the death of a current employee or a student enrolled in the School District of Mystery Lake, a monetary donation of \$100.00 will be made to a recognized charity or scholarship fund, or a floral arrangement /fruit basket will be purchased on behalf of the district in the same amount.
2. In the event of the death of an employee's spouse, child, step-child, parent, or step-parent, the district will send a floral arrangement/fruit basket or make a charitable donation on behalf of the district to a value of \$60.00.
3. The school administration shall notify their school secretary so the arrangements can be made to send the donation or floral arrangement/ fruit basket on behalf of the district in a timely manner. Submit receipts to secretary-treasurer for reimbursement.
4. The above will in no way affect any other expression of sympathy that schools or departmental staff may wish to undertake on their own initiative.