

## Guidelines for Funeral Services for Schools

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	Guidelines for Funeral Services for Schools	February 7, 2012	September 2020	1

The following procedures should be followed when there is a death in a school community and a request is received to close schools and/or to hold funeral services in a school.

### 1. Closure of School Due to a Death:

- a. All requests shall be referred to the Regional Executive Director.
- b. School will not be cancelled or dismissed early due to a death or funeral service.
- c. In extenuating circumstances, the Regional Executive Director may make an exception to the guidelines following input from the principal of the school.

### 2. Use of Schools for Funeral Services:

- a. If the school is the only venue large enough to house a funeral service, the Regional Executive Director may grant permission to do so.
- b. The service must not interfere with the normal hours of operation and must not interfere with the usual dismissal of students and buses.
- c. All costs incurred as a result of the use of a school for a funeral service, including custodial services, must be paid by the individual(s) making the request, as per the Community Use of Schools Policy and Administrative Procedures.