

TRI-COUNTY REGIONAL CENTRE FOR EDUCATION

POLICY and PROCEDURE

Guidelines for Funeral Services for Schools

Number	Title	Effective Date	Revision Date(s)	Pages
	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.