

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION**  
**POLICY and PROCEDURE**

<b>Title</b>	<b>Effective Date</b>	<b>Revision Date(s)</b>	<b>Pages</b>
<b>Guidelines for Funeral Services for Schools</b>	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 of Education.
- b. School will not be cancelled or dismissed early due to a death or funeral service.
- c. In extenuating circumstances, the Regional Executive Director of Education 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 of Education 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.