

SCHOOL DISTRICT OF MAYVILLE

524.1

MEMORIALS/GIFTS

EMPLOYEES

The Board of Education wishes to provide a consistent response for employees who encounter death in the family or hospitalization, or the birth of a child. Since circumstances may make it difficult to respond in an appropriate and timely manner, this policy provides guidelines so that all employees are treated equitably.

- A. Death – The District will provide flowers in the event of the death of current employees. A sympathy card will be sent to an employee in the event of the death of an immediate family member, and a monetary memorial will be provided. For purposes of this policy, “immediate family” is defined to include the current employee’s spouse, parents, step-parents, children, step-children, brother or sister.

The District Administrator has the discretion to approve the purchase of flowers or providing of a memorial in the event of a former employee’s death.

- B. Hospitalization – The District will send a get well card and a gift card to an employee who is hospitalized.
- C. Birth of a Child – The District will provide a congratulations card and a gift card to an employee for the birth of their child.

The flowers and monetary gift cards and memorials provided under this policy shall be in line with the established rates outlined in the administrative rule implementing this policy.

STUDENTS

- A. Death – In the event of the death of a currently enrolled student, the District will provide flowers or a memorial to the family of the student at the discretion of the District Administrator.

CROSS REF.: 524.1-Rule, Guidelines for Memorials/Gifts

APPROVED: November 11, 1960

ADOPTED: November 11, 1960v

REVIEWED:

REVISED: August 25, 1977; January 6, 1986; April 5, 2004; April 6, 2009

Signatures of School Board Members:

Four horizontal lines for signatures, arranged in two columns.