



Office Staff: – Regarding Response to Community Inquiries

It is essential that only the Superintendent, Principal or designate be the spokesperson within the schools. All media inquiries are to be referred to the Communications Officer. The Communications Officer is the spokesperson for the Board.

School name administration has been informed of the death of deceased's name.

Students have been told about name's death. Child and Youth Workers are available to those who wish to speak with someone about their feelings.

Include information regarding the funeral depending upon family wishes.

The funeral will be at place on date at time.

Visitation will occur at place on date at time.

Or

Name's family has indicated that the funeral arrangement is private.