

Operations Policy #919 Untimely Death

Purpose:

It is a fact of life that situations may arise in which a member of the staff of the Cyber School may be the victim of an untimely death. The procedures to be followed should be sensitive to the victim and family and respectful of the feelings of the remaining staff members.

Guidelines:

- In the case of the untimely death of a staff member it is important that all the staff be informed of the loss as soon as possible.
- If the event occurs when school is closed:
 1. The CEO shall initiate the emergency call list to inform all staff members of the situation.
 2. The CEO shall inform the Board President and all Board members of the situation.
 3. A decision must be made whether to announce a school closing on the day of the funeral or apply a liberal leave policy allowing any staff member who wishes to attend services to do so.
- If the event occurs when school is open:
 1. The CEO shall inform all staff members of the situation.
 2. The CEO shall inform the Board President and all Board members of the situation.
 3. As soon as funeral plans are released, the CEO must make the decision whether to announce a school closing on the day of the funeral or apply a liberal leave policy allowing any staff member who wishes to attend services to do so.
- All students need to be informed of the loss. There should be no need to excuse all students from school. However, any student who requests excusal to attend services may be excused by submitting an excuse on line to the attendance office.

Delegation of Responsibility:

The CEO is responsible for supporting this policy and ensuring all staff are informed.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.