

---

**ADMINISTRATIVE POLICY**

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

**Release of School Personnel or Students Due to Death of Employee or Student**

CMCSS allows schools to designate faculty representatives to attend the funeral of the employee or student. A substitute will be provided for one faculty representative. The regular schedule of a school is to be followed as closely as possible under the circumstances. As a general rule, school will not be closed.

Students desiring to attend the funeral of an employee are dismissed through the usual procedure.

Implementing Procedures: None.

**Revision History:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 5/02/05      |             | Initial Release                 |
| 7/13/09      |             | Reviewed, no changes made.      |

**\*\*\* End of Policy \*\*\***