

**DODGELAND SCHOOL DISTRICT
Board Policy Manual**

529

STAFF COMMEMORATIVE GIFTS

The Dodgeland School District shall send an appropriate commemorative gift to any employee, or employee's immediate family member, who experiences the death of an immediate family member. Immediate family includes parents, parents-in-law, brothers, sisters, brothers or sisters-in-law, spouse, and children

The gift shall be a green plant/flower bouquet except when otherwise requested by the family. An alternative memorial donation may be made of an equivalent value. All gifts shall be provided through the District Office.

Staff members shall keep their building principal, or other immediate supervisor, informed of any death of an immediate family member to ensure such commemorations are provided appropriately and in a timely manner.

Approved: April 5, 1999

Revised (WASB): November 28, 2011