

Memorials on School Grounds

From time to time there may be a desire to honor a deceased student or employee of the District. Any individual or group considering honoring a deceased member of the school community shall place their request in writing and submit their request to the Board. The Board or its designee will contact the family of the deceased to discuss such memorial arrangements. The Board may allow memorials to take place on a case-by-case basis and may not grant authorization to every request.

In considering requests for permanent memorials, the Board will take into account the recommendations of the Superintendent regarding the cost to the District for future maintenance and upkeep of the memorial that might accrue to the District.

In the event the Board approves a memorial to be placed on school grounds, it is strongly recommended that such memorials be in the form of a living memorial, such as a tree or a donation of furniture, equipment, or institutional materials of general benefit to a school. This living memorial may be marked with a permanent stone and plaque of modest size indicating the name and relevant information of the person to be memorialized and the name of those memorializing him or her. Other types of memorials may be considered for approval by the Board using the same process indicated above. Any type of memorial, including wording on a plaque, as well as any memorial service on school property, must be approved by the Board or its designee.

Any memorial, permanent or temporary, such as a tree, donated item, or plaque may be removed, transplanted, taken down, or discarded by the District in the event the school is experiencing demolition, modifications, if the tree has died, or for any other reason that the Board determines that the memorial should be removed or moved. Individuals wishing to place a memorial of any kind must realize that the memorial may not be a permanent fixture on school property and the District has no responsibility to move the same.

No memorial may:

1. Alter the regular instructional day or any school-sanctioned activities;
2. Require the retirement, discontinued use, or alteration of school property; or
3. Require the use of public funds to purchase, develop, or maintain the memorial.

In lieu of a physical memorial, the Board suggests that a permanent memorial for the deceased student or staff be limited in form to perpetual awards or scholarships. Memorial scholarships or endowments must be established and maintained by individuals, and not by the District.

Items received become the property of the District and will be used for the purpose for which they were donated.

Other options for members of the District community wishing to honor the decedent may include making contributions to a memorial arranged by the decedent's family and sending letters of remembrance to the decedent's family.

School facilities are not to be used for memorial or funeral services.

### Temporary Memorials

The Board recognizes that memorials of flowers, personal messages, and mementoes are often created at lockers, parking spaces, and other areas on District property upon such losses or events.

The administration and the crisis team may allow such memorials under the following conditions:

1. The location of the memorial shall be selected by the principal in consultation with the Superintendent and crisis team members;
2. The display of all remembrances will be temporary in nature, and will be removed in not more than one week after the student's memorial service and offered to the family. Students, staff and family will be notified in advance of when the removal will take place; and
3. Disposal of any remnants of the memorial shall be discreet.

### End of School Year Memorials

Requests may be made to the Board to memorialize an individual or event in school yearbooks, at graduation ceremonies and other District activities. Memorials of deceased students or staff in yearbooks shall be limited to one page in the year book published for the year in which the individual died. Such memorial may only be published with permission of the family of the decedent and in consultation with the yearbook advisor and crisis team. With permission of the decedent's family, photos of the student or staff member may be included in a graduation slideshow. Activities will not detract from scheduled classroom or school activities. The celebration of student accomplishments may, with prior Board or designee approval, be authorized.

### Policy History:

Adopted on: June 19, 2017

Revised on: