

Board Information: October 23, 2023  
Board Adopted: November 27, 2023

Contact Person: Executive Director of Finance and Support Services / Director of Operations

## **POLICY 730                      MEMORIALS**

### **I.        PURPOSE**

To provide uniform guidelines for memorials.

### **II.       GENERAL STATEMENT OF POLICY**

In recognition that schools are designed primarily to support learning, school sites shall not serve as the main venue for memorials of students or staff. All donations must be consistent with District Policy 706.

### **III.      DEFINITIONS**

- A.     “Temporary Memorials” are short term objects or activities to remember an event or deceased person(s).
- B.     “Living Memorials” for deceased students and staff are gifts to the district and will be limited to endowments, scholarships or items with educational significance such as books, artwork and instructional equipment.
- C.     “Permanent Memorials” are long term objects, structures, or locations to remember an event or deceased person(s).

### **IV.      MEMORIALS**

#### **A.       Temporary Memorials**

- 1.     Temporary Memorials, as approved by the district or building crisis teams, may be displayed with the school building until up to one week following the death, after which time they will be given to the family by designated district officials.
- 2.     Allowable temporary memorials may include banners, pictures, or flower arrangements and are only allowed in locations monitored by school officials.

3. Temporary memorials cannot alter district-owned property. Memorials displayed by individual students or staff on school grounds (outside of the school building) are also limited to one week following the death.
  4. All temporary memorial activities must occur under the direct supervision of the building crisis team.
  5. It is further recognized that building administration does have a certain amount of discretion in these situations to make professional judgements, in consultation with the superintendent and district and building crisis teams, to best meet the overall needs of students, staff, parents and the community as a whole.
- B. Living Memorials
1. Living memorials with educational significance may or may not be labeled with the name of the person being memorialized.
  2. Scholarship and endowment memorials may be established one time or in the form of a perpetual award with a description of the purpose of the endowment or scholarship.
  3. Living Memorials may not include the retirement, alteration, naming or discontinued use of school property. If a retirement, alteration or naming has been done before the implementation of this Policy, the Policy does not apply.
  4. Living Memorials may be removed or altered at the discretion of the School Board.
  5. Other recommended living memorials may include:
    - a. Yearbooks: A student or staff member that has died may be acknowledged in the yearbook during the year of their death. Information will be limited to their name, photo, date of birth and death, and school activities in which they participated. Said information must remain in the place it would regularly be seen in the yearbook.
    - b. Commemorative Events: A commemorative event may be established and held in the name of the deceased student or staff

member. Activities cannot be held during the school day, and may be sponsored by a class, club or activity in which the deceased student or staff member participated. Advertisement and communication of the events must occur outside the school day.

- c. Charities: For individuals interested in donating money on behalf of the deceased, the family will be requested to identify those charities to which the donations may be sent.
- d. Graduation Recognition: One symbol representing deceased members of a graduating class, such as a plant or bouquet of flowers, may be present on stage. An honorary diploma for deceased members of a graduating class may be presented to a family member if coordinated with the family. A member of the school administration can direct the audience in a moment of silence to collectively recognize deceased members of the graduating class.

C. Permanent Memorials

- 1. Schools and district departments will not approve physical memorials for staff persons, students or community members at schools or district sites. An appeal can be made to the School Board.
- 2. Memorials existing prior to the adoption of this Policy may remain. They may be re-configured, relocated or removed if:
  - a. It is not or cannot be maintained or is contrary to the overall educational needs of students as determined by the administration and School Board and
  - b. Its removal, relocation or reconfiguration is not otherwise prohibited by any binding restrictions affecting the memorial.
- 3. The School Board must be notified prior to an existing memorial being re-configured, relocated or removed.