

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: MEMORIALS

ADOPTED: OCTOBER 8, 2018

REVISED:

	<p style="text-align: center;">820. MEMORIALS</p> <p>1. Purpose The Board recognizes the far-reaching impact a student’s or staff member’s death may have on other students, staff, families and the community. The District believes that remembrance of a student or staff member whose life ended during his/her years in the Hampton Township School District should be considerate of the grief process of family, friends, and co-workers; be consistent from case to case; and be in accordance with Board policy. In the event that there is a call for the creation of a memorial to remember or commemorate a loss or tragic event, the following policy will apply.</p> <p>2. Definitions Memorials: Objects or activities meant to remember an event or the passing of a student or staff member.</p> <p>Memorial Committee: A group of volunteer staff members and the principal of the appropriate building who come together to ascertain the wishes of the students, faculty, community and family and make recommendations to the Superintendent.</p> <p>Types of Memorials: Permanent Memorials include items such as granite or stone monuments, permanent artwork, engraved stones, or permanent plaques. Permanent Memorials are designed to be a long lasting part of the environment and require maintenance and long-term implications such as costs and replacement plans. Semi-permanent, Renewable, or Living Memorials include tree plantings, a memory garden, dedication of a space, a bench, an annual scholarship, library materials, or an annual event such as a 5K run. Semi-permanent Memorials are designed to be shorter in duration and the school will need to designate how many years the memorial will remain in place and how to properly and appropriately remove the memorial at the appointed time. Temporary Memorials include nonrenewable scholarships, an online memorial, a one-time monetary donation to a charity, a message on a banner or poster, a memory book or photograph, writing an individual or group letter, creating a personal song or other art project, or a candlelight vigil. Most Temporary Memorials are short term, can be given away as a gift or donation, or will expire or come to an end within a year.</p>
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<p>3. Guidelines</p>	<ol style="list-style-type: none">1. If the creation of a memorial is requested by the students, staff, community or family members, the building principal, serving as the Memorial Committee Chairperson, will convene a group of volunteer staff members to serve on the Memorial Committee.2. The Memorial Committee will take into consideration the wishes of the students, staff, community and family; the Memorial Committee Chairperson will make recommendations to the Superintendent.3. All Temporary Memorials must be approved by the Superintendent before taking place. All Semi-permanent, Renewable, Living or Permanent Memorials must be approved by the Superintendent and the Board of School Directors before being placed on school grounds or within a school building. To avoid unnecessary expense and possible disappointment, the District recommends that individuals refrain from purchasing any type of memorial until it has been approved. Contributions to the Remembrance Garden have a separate protocol and do not fall under this policy.4. The Superintendent will determine the location of all memorials on school grounds or in school facilities. While requests will be considered when possible, the District must consider such issues as design parameters, whether the memorial blends with the school campus, ongoing and future maintenance, and the effect a memorial has on the staff and students. Memorials must not disrupt the educational programming of the school or require other than normal maintenance by the District. Memorials which die (such as a tree or garden) or become damaged will not be replaced by the District. No memorials will be placed in the front entrance of a school building.5. Any activities which include a gathering of school students or community residents must not disrupt the educational program, must have the approval of the building principal, and must follow the guidelines in Policy 707 if scheduled after school. Spontaneous gatherings without the presence of an appropriate adult should be discouraged.6. Any fundraising activities must follow Policy 229, and any gifts, grants, or donations must follow Policy 702.7. Do No Harm Guideline: Memorials can serve as a means for the students, staff, and the community to express their grief or normalize their feelings; however, memorials should not cause or perpetuate harm to students or staff, and should not be a source of re-traumatization. If memorials or gatherings are on school grounds, they should be at a safe location for students and staff (e.g. not next to a public road). Students should not be forced to discuss, create or attend a memorial if they are not ready or if it is not appropriate.8. In the event that the deceased student is a current member of the senior class, the building administration will work with the family to properly recognize the student's completion of high school. A member of the family will be invited to accept the diploma during the graduation ceremony.9. Locker decorations and other building decorations should be limited to the deceased's locker only at the secondary level or desk decorations at the elementary level. Principals should use their discretion as to their
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	<p>appropriateness and when they are to be removed.</p> <p>10. The following list includes examples of memorials which are inappropriate:</p> <ul style="list-style-type: none">a. Those that alter the conduct of a regular school instructional day or school activities.b. Those that require the use of school property which has been discontinued.c. Those that require the use of public funds for purchase, development, or maintenance.d. Those that are planned to infringe on the separation of church and state.e. Memorials that glamorize the method of death.f. Memorials which are prominent to the point of drawing the attention of those at-risk of harming themselves or which are mentally harmful to students or staff.g. Memorials to those who have committed a serious form of illegal behavior.
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