

Adopted: **09/26/2019**

Chisago Lakes ISD #2144
29678 Karmel Ave
Chisago City, MN 55013

Revised:

101.2 MEMORIAL/NAMING POLICY

I. PURPOSE

The Chisago Lakes School District recognize that the loss of a member of the school community has a great impact on students, staff, and families. The purpose of this policy is to assist staff, students and families impacted by a death by providing guidelines for decision-making regarding memorials and memorialization activities.

II. GENERAL STATEMENT OF POLICY

In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students and staff. With the utmost respect towards all those who may be grieving, and with the intention to provide support as possible, it is the policy of the district that school buildings and grounds not be used for permanent memorials. Suggested gifts and recognitions in memory of an individual should be in the form of student scholarships or donations to the Chisago Lakes School District in the name of the deceased.

III. DEFINITIONS

“Memorials” means objects or activities meant to remember an event or deceased person(s).

“Living Memorial” A memorial intended to be sustained over time.

IV. MEMORIAL GUIDELINES

This policy will guide decisions moving forward from the date of first adoption and will not impact previous memorials. Persons who have questions, comments or concerns should contact the Superintendent in the District Office.

A. Temporary memorials may be displayed within the school building or on school grounds as permitted by the principal of that building or the supervisor of that location. Allowable temporary memorials include banners, pictures, student desk displays, and are only allowed in a location that is monitored by school officials. Memorials for deceased students and staff will be limited to endowments, scholarships, or items with educational significance. 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. Memorials may not include the retirement, alteration, or discontinued use of school property and cannot interfere with student learning or the safety of the students, staff or general public.

B. Approved existing memorials established prior to the implementation of this policy will remain intact. Existing memorials are generally the sole responsibility of the entity providing the memorial; district staff and/or finances may only be used to maintain current memorials as part of regular maintenance process and/or to ensure safe conditions. The district reserves the right to remove a memorial if it is not or cannot be maintained or is contrary to the overall educational needs of students. The Board of

Education reserves the right to remove existing memorials in the event that the memorial is deemed to be inappropriate or interferes in the learning or safety of the students, staff or general public.

C. Selling and/or fundraising of memorial items during the school day is prohibited. District student activity accounts cannot be used to support, finance or fundraise for memorialization. Proceeds from district co-curricular events or contests cannot be donated to agencies for memorialization. Utilizing formal all-school or school-wide events, including Commencement, Homecoming festivities, Prom and other thematic events or weeks to memorialize deceased students or staff is prohibited. Commemorative items or events can be sponsored by community-based agencies and promoted outside the school day.

V. NAMING OF SCHOOL DISTRICT SITES AND FACILITIES

It shall be the general policy of the school district to name sites, facilities, or properties in whole or part according to their geographic location (e.g., Chisago Lakes High School). Existing naming of sites or facilities could change under any of the following conditions:

- A. Renovations of the facility or site occur
- B. If the naming of the site is reviewed and is considered to no longer be appropriate
- C. At the sole discretion of the School Board to name, remove a name, or rename a site

The Chisago Lakes School District appreciates that many community members, staff and students have given significant contributions to the school district and would like to continue to recognize these contributions. This will be done at the discretion of each building principal, with the approval from the superintendent and Board of Education, but done in a way that it does not change the naming of facilities or sites. Examples of this could be the purchasing of a brick or the addition of a name to a recognition plaque.