

# POLICY

## STAFFORD TOWNSHIP BOARD OF EDUCATION

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Memorials

### 8860 MEMORIALS

The Board of Education recognizes that each officer and employee of this district is important not only to the school district but to the community at large. The loss of any officer or employee of this Board by death is a loss that the Board and the district share with the community.

In order to memorialize that loss in a fitting manner, the Board directs that, whenever notice is received of the death of a Board member or a person employed by the Board, the flag of the United States at each school district building shall be flown at half mast for one school day. Notice shall be provided to staff and students in an appropriate manner on that day in order that they are informed of the purpose of the memorialization. This may include but shall not be limited to appropriate recognition of the individual on the electronic entrance sign.

The Superintendent may, in his/her discretion, grant an employee of this district a brief absence without loss of pay or personal leave for the purpose of attending the funeral of his/her direct supervisor or subordinate provided that no disruption in the educational program will be caused by any such absence.

The Superintendent shall recommend to the Board and the Board may approve appropriate recognition measures beyond those provided for in this policy when the deceased Board officer or employee has, by length of service or extraordinary accomplishment, especially distinguished his/her service to this school district.

Specifically, this may include giving a scholarship in the name of any employee who passes away while employed by and working for the Stafford Township School District. It is anticipated that the funds for such a scholarship shall be provided by United for Stafford (an organization consisting of officials from the District and all School Related Groups) through its fundraising efforts (not District public funds) and will be dedicated specifically to providing a scholarship for a deserving student to attend a summer enrichment program (whether it be summer camp or the summer academy). Please note that if the employee passes away prior to May 1<sup>st</sup>, the scholarship will be for the immediate upcoming summer. However, if the employee passes away after May 1<sup>st</sup>, the scholarship will be for the following summer.

Adopted: 22 July 2004  
Revised: 25 September 2012

