

## **SUBJECT: MEMORIALS**

A school memorial is intended to bring closure to a period of grieving and serves as a point from which to move on. Memorials should reflect the needs of the school community while being respectful of the deceased individual and their family. For awards and scholarships, please refer to Policy 7430.

### **Acceptable Options include:**

1. Any school affiliated groups or individuals may have the name of a student(s), faculty member(s), staff member(s), and/or community member(s) placed on a designated plaque in the library, contribute money to a charity in the name of the individual(s), or purchase library books, school supplies or school equipment.
2. The following items may be placed in any one of the District's designated memorial gardens at either the high school, middle school, elementary schools or athletic stadium:
  - tree
  - tree with plaque
  - bench with plaque (if not already provided at the desired designated location)
  - shrub
  - bush
  - stone paver
  - engraved brick (stadium location only)

District retains the right to select the type of tree, shrub, bush or paver in order to maintain uniformity at these memorial sites located on school grounds.

(Refer to Regulation #R3170 and Form 3170F)

3. Location of Memorials  
Each school building and district stadium will have one designated area at which memorials will be placed, determined by the District's Memorials Committee. In addition, each building which does not already have a bench in this designated area will be limited to one bench. The district retains the right to keep any existing benches already in place.
4. Yearbook Guidelines:
  - a) A full page will be designated in commemoration of student(s), faculty member(s), staff member(s), and/or board officer(s) who have died during that school year. If there is a death after the printing of the yearbook, the student's picture may appear in the next year's yearbook.

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## **SUBJECT: MEMORIALS (CONT'D.)**

### **Acceptable Options include (Cont'd):**

- b) A picture of deceased student(s), faculty member(s), staff member(s), and/or board officer(s) if available, will be included with the pictures of other students/staff in the class for the year covered by the yearbook.
5. Uniform requests may be made by the parent or guardian of the deceased player to the Athletic Director in writing. The Athletic Director will forward the request to the Superintendent for Board of Education approval.

### **Graduation**

1. Graduation is a time to recognize the many years of work and achievement of the seniors.
2. If the name of the deceased student is read, it should be in the same order that it would have been read if the student were graduating.
3. Upon the request of a parent or family member, a posthumous diploma will be awarded. The name of the deceased student should be read and the honorary diploma will be presented to the family member by a staff member. The family member shall sit in a designated area for the presentation. Students should not be involved in the presentation.

### **Existing Commemorations**

Any memorial in existence at the time this policy was adopted or, in the future, whether in compliance with this policy or not, may be removed ten years after the death of the student(s), faculty member(s), staff member(s), and/or community member(s) involved and offered to the family.

The Board of Education reserves the right to accept or reject any and all commemorations donated or purchased in memory of student(s), faculty member(s), staff member(s), and/or community member(s). Furthermore, the Board of Education reserves the right to cause a memorial currently on school properties to be moved or discontinued.

For each memorial it is important to think about the precedent that is being set and the long-term implications. This policy is intended to assist building administrators who should work with families and/or assist individuals or groups who want to commemorate student(s), faculty member(s), staff member(s), and/or community member(s).

Building level administrators will address the emotional needs of the school community, using the approved crisis intervention plan, contained in District emergency notebooks.

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## **SUBJECT: MEMORIALS (CONT'D.)**

### **Existing Commemorations (Cont'd.)**

Family members of deceased student(s), faculty member(s), staff member(s), and/or community member(s) are encouraged to inform the school of any address changes so the District may inform them with regard to any memorial.

### **Unacceptable memorials include but are not limited to those which may:**

1. violate Title IX federal guidelines
2. naming or renaming of buildings, facilities, and all district property

Adopted: 11/27/2007

Revised: 2/26/2013, 9/9/2014

Reviewed by Superintendent and Assistant Superintendent for Business Services on 6/8/23 with no recommended changes; BOE approved at their 8/8/2023 meeting