

## **Naming Facilities- Memorials**

All memorials require principal or director level employee approval in consultation with the Superintendent and the Board of Education. The superintendent shall be responsible for coordinating the placement of approved memorials on district property. As places designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. A memorial can be placed in a particular room or area within the Weld Re-9 school district under the following conditions:

1. Written permission from family members shall be obtained prior to making final arrangements for a memorial or dedication.
2. No district monies shall be expended for memorial plaques and/or dedication plates, except as required for installation purposes.
3. An individual can be considered for a permanent memorial or dedication upon the first anniversary of his/her death.
4. The memorial may be removed at any time by the administration.

### Types of Memorials

**Permanent Memorials.** Permanent memorials shall be limited in form to awards, scholarships, plantings, collections of books or items of historical or educational significance.

**Temporary Memorials.** Temporary memorials may include plaques or other displays that are removed within one calendar year.

Adopted April 27, 2010