



ADMINISTRATIVE MEMORANDUM

Red Clay Consolidated School District recognizes that the death of a student or staff member impacts our learning community. Grief is a normal emotional response to the loss of someone who is important to an individual. When our schools are impacted by the death of a current student or staff member, individuals in the community may experience a variety of needs related to the current loss or reminders of experiences from their past.

The District is committed to maintaining a learning environment that supports the psychological safety of students and staff members. In doing so, the District appreciates the cultural diversity of our learning communities and families. The purpose of this administrative memorandum is to ensure that individuals impacted by the death of a current student or staff member are supported in a kind and empathic manner.

Permitted Memorial Events and Activities

Temporary memorials are short-term and allow the students and staff to express their grief in a positive and communal manner. Development of these memorials and activities will occur under the guidance and supervision of the District's Crisis Deployment Team's leadership. In most cases, materials from temporary memorials will be removed and offered to the families of deceased individuals no later than 5 days after the District's Crisis Deployment Team has withdrawn from school-based support or a community-based funeral has been held. Memorials and activities that involve the donation of money or use of school property must receive prior approval by the Assistant Superintendent Chief Operating Officer.

The District permits the following temporary memorials or memorial activities:

1. Artwork, sympathy cards, memory books, or banners from the school (possibly signed by students) created under the direction of school-based mental health staff and/or consultation with building administration.
2. Partnering with local, non-profit organizations for community building events and activities that align with the mission of the District. Examples of these activities are as follows:
 - a. Local Blood Drives
 - b. Walk/run for a charitable organization
 - c. Volunteering at local non-profit organizations
 - d. Non-conditional monetary contributions by staff and students to a non-profit organization or local charity
3. During promotion, move-up, or graduation ceremonies the following is allowed but not required:
 - a. One symbol (i.e. a plant or bouquet of flowers on stage, lapel pin) representing all deceased members of a class
 - b. Moment of silence



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Precluded Memorial Events and Activities

The District precludes the following memorials (permanent or temporary) or memorial activities that:

1. Infringe on the separation of church and state
2. Impact the regular school operation and activities
 - a. Funerals, memorials, and moments of silence that require the altering of school activities or the activity schedule in any way
 - b. Public address system announcements that disrupt the regular educational process.
3. Pose a risk to privacy or the restoration/maintenance of emotional and psychological safety
 - a. Displaying a picture of the deceased in a building or on school grounds
 - b. Facilitating unauthorized communication between students and grieving families during the school day
 - c. Posting images of grieving students or staff to social media websites
4. Require public funds to purchase, maintain, develop, or staff
 - a. Flyers, handouts, social media, crowdfunding platforms (i.e. GoFundMe) or emails that promote memorial activities or encourage the donation of time or funds to individuals or organizations (i.e. specific scholarships or community-based events)
 - b. Posting images of grieving students or staff to social media websites
 - c. Newspapers, yearbook ads, memorial pages, or yearbooks
 - d. Lighted signs and marquees
 - e. The retirement or discontinued use of school property
 - f. Memorials that include plaques attached to any object on school property
 - g. Memorials or monuments that require regular maintenance or upkeep (i.e. planting of trees, gardens, as well as plaques, markers, etc.)

Existing Memorials, Markers, or Plaques

Memorials, markers, plaques installed prior to the implementation of this administrative memorandum will remain in place, without maintenance by the District.

1. Items which are damaged, vandalized, or fall into disrepair will be moved, replaced, or eliminated, if it is deemed appropriate for the overall operation and campus plan.
 - a. Living items (i.e. trees, shrubs, etc) that die will be removed by the District's maintenance department.
 - b. Other items may be offered to the family of the deceased at the school administrator's discretion.
2. Prior to existing memorials, markers or plaques being removed, the principal will communicate with the Directors of School Operations and the Director of Student Services to coordinate communication with the family regarding the memorial.

Questions about the information contained in this administrative memorandum should be communicated to the Directors of School Operations and the Director of Student Services.



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