

## Guidelines Regarding Memorials

**These guidelines are intended to assist administration in responding to requests for permanent memorials:**

No school district funds may be spent on memorials.

Memorials should be considered as “gifts” to the school district

An Example of “acceptable” memorial gift to the school includes:

- Scholarships

Examples of unacceptable memorial gifts:

- Picture of the deceased to be displayed in the school
- A plaque memorializing a deceased person
- Art work
- Trees/plants

Yearbook pictures for deceased students: The picture of the deceased should remain in the current year’s yearbook in the place it would regularly be seen. If the current school picture is not available, a picture of similar size will be requested from the family. No dedication pages are recommended.

Graduation for deceased students: If the student died the year of the graduation, at the graduation ceremony an acknowledgement can be done by doing something like placing a flower (class flower) on the stage.

If requested by the family of the deceased student, an honorary diploma could be issued and mailed after the graduation ceremony, if the student died the year of the graduation. If the deceased student earned all necessary credits to graduate, a diploma will be mailed to the family.

Existing memorials established prior to the implementation of this policy will remain intact. Existing memorials are the generally the sole responsibility of the entity providing the memorial. 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.

These guidelines are intended to assist administration in responding to requests for memorial activities:

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 Activities, Sporting Events, Commencement, Homecoming festivities, Prom, and other thematic events or weeks to memorialize deceased students or staff is prohibited (Examples include moments of silence, temporary memorials, events dedicated to individual, etc.). Commemorative items or events can be sponsored by community based agencies and promoted outside the school day.

School district facilities will not be used for formal memorial services or funerals. However, District Administration, in consultation with the Trauma Response Flight Team, has the discretion to consider memorial events that utilize district facilities when the scope of the death and/or tragedy is on a larger scale (natural disaster, 9/11, etc.).

Formal, school-wide recognition of anniversary dates will not occur. If the death of a student or staff member occurred in a public location accessible by community members, such as a crash site, district staff will not provide memorial monitoring.