

**Physical MEMORIALS**

The Board of Trustees has a responsibility for the appropriate maintenance of all school district facilities. In that role, they have developed the following policy regarding memorials.

The Board of Trustees recognizes that the loss of a member of the district community or other tragic event may be deeply and broadly felt in the school community. The district wishes to be sensitive to the needs of those individuals feeling the loss. Many will feel the need to memorialize the life of an individual(s) as a means of healing and remembering. The purpose of this policy is to provide guidelines for the various types of memorials which may be established on school district property. As schools are places designed primarily to support learning, these guidelines will ensure that memorials are appropriate and consistent across the district.

It is recognized that the death of either a current student or a former staff member creates a desire to remember or honor their life in an appropriate manner. Similarly, the Board of Trustees recognizes that memorials may be considered to recognize achievements or other successes. This often leads to a request to establish a physical memorial at a school.

It shall be the policy of the school district that the establishment of such memorials should be infrequent and any such request will strictly adhere to this policy.

Adopted: December 3, 2012    Reviewed: \_\_\_\_\_    Revised: \_\_\_\_\_

## **CRITERIA**

Any development of a physical memorial will require adherence to the following criteria and process approved by the Superintendent or designee as follows:

- No memorial request will be considered until one year after the date of the event.
- The purchase of a physical memorial must be financed without reliance on District revenue.
- The physical memorial must fit into the general architectural and landscaping design of its location.
- The plans for a physical memorial shall be reviewed and approved by the necessary regulatory entities
- The ongoing expense of the memorial shall be taken into consideration.
- The memorial and the individual(s) or event honored must reflect positively on the District.

## **PROCESS**

- A written request is submitted to the Superintendent or designee.
- The request is analyzed to assure that it meets the required criteria.
- The request is presented to the Board of Trustees with an administrative recommendation.
- The Board of Trustees takes action on the request.
- Physical memorials may be removed at the discretion of the Superintendent subject to the approval of the Board of Trustees.

\*Physical memorial is any alteration or change to facility or grounds to honor the memory of an individual(s). This may include but is not limited to plaques, architectural elements, art work and/or landscaping.

Adopted: December 3, 2012      Reviewed: \_\_\_\_\_ Revised: \_\_\_\_\_