

Superintendent File: ADF

MEMORIALS FOR DECEASED STUDENTS AND STAFF

Recognizing that the loss of a member of the school community is deeply felt, schools will support staff, students, and families who feel the loss and will assist them in making connections to appropriate community resources. As places designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. Memorials are strongly discouraged in the instance of suicide. All memorials require principal or director level employee approval in consultation with members of the District Crisis Team.

Memorial Services

Memorial services for individuals shall not, as a standard practice, be held at school facilities or on school grounds within the School District. The lasting memory of a school's use for the purpose of a memorial may detract from the educational mission of the District and could also prompt unforeseen reactions in students and staff. If there are extraordinary circumstances for a memorial service to take place on District property, special approval must be obtained from the Superintendent, in consultation with the District Crisis Team.

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. It is recommended to focus efforts on one memorial project when a significant loss occurs. Plantings should take place in an optional viewing site on the side or perimeter of campus, and plans should be approved in advance by Grounds staff for a review of irrigation and maintenance issues.

Temporary Memorials. Temporary memorials may include plaques (no more than 12" X 15") or other displays that are removed within one calendar year. Plaques shall be no more than 12" by 15" and shall only contain the following words without symbols: "In Memory of [the individual's name and, if requested, dates of birth and death]."

The thoughtful removal of any temporary memorial shall occur when no students are in session.

Adopted: March 20, 2006