

101.2 – MEMORIALS AND NAMING OF SCHOOL FACILITIES

I. PURPOSE

East Central Public Schools recognizes that the loss of a member of the school community deeply impacts students, staff, families as well as others in the vicinity. Further, the district recognizes that decisions concerning memorials and services are hastened by time. These difficult and traumatic events may not allow those in mourning to take into full consideration the potential impacts to students, staff, and community members. The purpose of this policy is to assist staff, students, and families impacted by a death, providing guidelines for decision-making regarding memorials and memorialization activities.

II. GENERAL STATEMENT OF POLICY

East Central Public School, in partnership with families and community, is dedicated to achieving educational excellence by developing in all students the confidence, knowledge, and responsibility to succeed. With the utmost respect towards all those who may be grieving, and with the intention to provide support as possible, it is the policy of the district that school buildings and grounds not be used for permanent memorials. This policy will guide decisions moving forward from the date of first adoption and will not impact previous memorials.

III. DEFINITIONS

A. “Memorials” mean objects or activities meant to remember an event or deceased person(s).

VI. MEMORIAL GUIDELINES

- A. In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff.
- B. Temporary school memorials, as approved by the school principal, may be displayed until the day of the funeral and will then be given to the family. Allowable temporary memorials are flower arrangements, banners, pictures, notes, locker and student desk displays. Any plans to sell memorial items must receive prior approval from administration. Memorial symbols displayed by individual students or staff on school grounds will be limited in duration as determined and approved by both the Building Principal and Buildings and Grounds Supervisor.
- C. Permanent memorials for deceased students and staff are limited to endowments, scholarships, books or items with educational significance. Scholarship and endowment memorials may be established either as one-time or perpetual awards, with a description of

the purpose of the endowment or scholarship. The school district reserves the right to accept or decline permanent memorials.

- D. Graduation dedications in the school yearbook are subject to the approval of the building Principal.
- E. Memorials may not include the retirement, alteration, or discontinued use of school property.
- F. All memorials are the property of the school district. The school district has the right and the oversight to remove, alter, continue or discontinue any memorial.
- G. Planting memorials is prohibited as they require additional district resources to maintain.
- H. It is the intent of the school district to avoid having its facilities used for memorial services or funerals. Exceptions may be made for rental of school facilities by private parties with the approval of the superintendent. Should facilities be rented for a memorial service(s), rental fees will apply per the school district facility use policy. In addition, the superintendent has the discretion to approve schoolwide memorial activities in certain extenuating circumstances, such as when a crisis event or death of a student or staff member has a significant impact on a majority of students, staff, and community.
- I. School staff may monitor anniversary dates and may provide small group or individual counseling and/or other supportive activities to friends of the deceased in order to assist with grief recovery. School-wide recognition of anniversary dates will not occur.

VII. NAMING OF FACILITIES

In naming sites or facilities, special consideration will be given to those names that will have special meaning to the students and citizens of the school district.

The following criteria shall be met when naming facilities at East Central Schools:

- A. The proposed name shall be appropriate.
- B. The name will stand the test of time by reflecting the mission and vision of the school district.
- C. If the name involves a person, the individual involved will have made a significant contribution to the site, facility or school district.
- D. Naming a site or facility after a deceased person shall be done after taking the above criteria into consideration and after a waiting period of at a minimum of one year following the individual's death.

Periodically, site or facility names shall be reviewed as to their continued appropriateness. If a particular name is no longer appropriate, the School Board reserves the right to change it. The school board may form an ad hoc committee to examine any naming requests and make a recommendation to the school board. All facility name changes will require a majority vote by the school board.