

**Series 1000 – Community Relations****1. Communication with the Public****A. Media of Communication****E. Memorials to Deceased Students and Staff**

Recognizing that the loss of a member of the school community is deeply felt, the District will support staff, students and families who feel the loss, and will assist with connections to appropriate community resources. As places designated primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff.

The preferred method for permanent memorials to deceased students or staff is a living memorial, such as a tree. Specific locations for plantings shall be determined by the Superintendent or his/her designee. Living memorials may be marked with a permanent stone or plaque indicating the name and relevant information of the person to be memorialized. The specific type of living memorial and messages on accompanying stones or plaques shall be approved by the Superintendent and shall not be paid for through district funds. Other types of permanent memorials may be approved by the Superintendent instead of a living memorial. The family shall be consulted at the time of any request. Permanent memorials, regardless of the form, shall be limited to one per loss.

Memorial activities for deceased students or staff expressed at school shall be coordinated and approved through the Crisis Response Team (CRT), as well as building administration. The CRT will assist families and students in selecting memorial activities that are appropriate for school and assist students and staff with healthy bereavement. Building administration, in consultation with the Superintendent and CRT, shall exercise discretion in determining which activities best meet the overall needs of students, staff, parents and the community. Examples of such activities include yearbook recognition, graduation recognition, and moment of silence recognition. The Superintendent, in consultation with the CRT, has discretion to consider memorial events, such as a vigil, that utilize district facilities when the death of a student or staff member has a significant impact on a majority of students, staff and community.

Temporary memorials, such as floral arrangements and photo displays, shall remain in place at the discretion of the Superintendent, for a period of time not to exceed two weeks after the death occurred. Such memorials shall then be given to the family by designated district officials, when practicable. Temporary memorials shall not alter district owned property.

The District reserves the right to establish design parameters so that all permanent memorials blend with the architecture or setting of the facility, and/or blend with existing memorials.