

## NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

### Series 700

#### POLICY TITLE MEMORIALS FOR DECEASED STUDENTS OR STAFF No. 704.7

Recognizing that the loss of a member of the school community is deeply felt, the Johnston Community School District will support staff, students and families who feel the loss, and will assist with 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.

From time to time there may be a desire to honor a deceased student or employee of the District. Any individual or group wishing to honor a deceased member of the school community shall submit their request in writing to the building Principal who will consult with the family of the deceased. A recommendation shall be made to Superintendent or designee for final approval.

It is recommended that such memorials be in the form of a living memorial, such as a tree. This living memorial may be marked with a permanent plaque indicating the name of the person to be memorialized. Trees should be placed on the side or perimeter of the campus. The school does not assume the liability to replace the tree for any reason. Should the tree require removal, the District may do so at its discretion without consulting with the family.

Other memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships, collections of books, or items of historical or educational significance. Memorials involving concrete work, pavers, gardens, plantings (other than trees), or building / landscape modifications will not be permitted. Memorials shall be limited to one per loss. Plaques may be created and given to the family at time of tree planting/scholarship/contribution, or displayed in a designated viewing site approved by the building principal until the end of that particular school year and then given to the family. Monetary donations or fundraising contributions may be designated to the Johnston Foundation for collection and administration of the gift.

Most ordinarily, the ceremony will take place four to six months after the request, depending on seasonal conditions. Other types of memorials may be considered for approval, using the same process indicated above.

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