

Policy No: 509.03 RI
Adopted: 05-11-2016
Revised:

STUDENT MEMORIALS RULES AND PROCEDURES

Any person or group may request the establishment of a memorial for a deceased enrolled student, faculty member, or graduate of Elba Public School. They must fill out the memorial request form and submit it to the superintendent for approval. If the request meets the required guidelines the superintendent will present the request to the board of education in open session.

Memorials that contain or would cause any of the following to occur may be rejected by the superintendent/board of education.

1. Memorials that may alter the routine of a regular school instructional day.
2. Memorials that require the retirement or discontinued use of school property.
3. Memorials that require the altering of school property or school publications.
4. Memorials that require the altering of school activities or the school's activities schedule.
5. Memorials that infringe on the separation of church and state.
6. Memorials that require the use of public funds to purchase, develop, or maintain.

The following memorials may be approved by the superintendent/board of education.

1. Scholarship established in the name of the student/staff member will be administered by the Elba School Foundation.
2. Furniture, equipment, books, or other instructional material. The label/donor plaque shall read (Given by the Harold and Mary Jones Family) as compared to given in memory of our beloved son, Carl Jones. (example)
3. Monetary funds designated to a particular school activity or department.
4. Plantings on school grounds (trees, shrubs, perennials). Such plantings may be accompanied by a moveable ground marker no larger than twelve by six inches.
5. The Graduating class may request to mount a picture of a deceased classmate in the designated area assigned by the school district.
6. The graduating class may request that a classmate that deceased during their junior or senior year receive their diploma posthumously. The deceased student's name will be read and the diploma awarded in the same order that would have occurred if the student was present.

Cross Reference: 1005.02 Parent Relations Goals