

# **MILACA PUBLIC SCHOOLS**

## **MILACA BOARD POLICY**

Adopted: 10-17-2022

Orig. 2022

### **MEMORIAL POLICY**

#### **I. PURPOSE**

Milaca Public Schools recognizes the loss of a member of the school community deeply impacts students, staff, families, and the whole community. Further, the district recognizes that decisions concerning memorials immediately after traumatic events may not take into full consideration the potential impacts on students, staff, and community members. The purpose of this policy is to assist staff, students, and families impacted by death by providing guidelines for decision-making regarding memorials and memorialization activities.

#### **II. GENERAL STATEMENT OF POLICY**

Milaca Public Schools, in partnership with families and the 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 who may be grieving, and with the intention to provide as much support as possible, it is the district's policy that school buildings and grounds not be used for permanent memorials. This policy will guide decisions moving forward from the date of the first adoption and will not impact previous memorials.

#### **III. MEMORIAL GUIDELINES**

- A. In recognition that schools are designed primarily to support student learning, school sites should not serve as the main venue for memorializing students or staff. The district's crisis team will assist families and students in a healthy bereavement. The administration will utilize professional judgment in consultation with the District Crisis Team to best meet the overall needs of students, staff, parents, and the community as a whole.
- B. Temporary school memorials, as approved by the administration with consultation from the District Crisis Team may be displayed for up to one week following the death, after which time they will be given to the family by designated district officials.
- C. Permanent memorials for deceased students and staff are limited to endowments, scholarships, books, or items with educational significance. Scholarships will be established through the school district's scholarship foundation.
- D. All memorials are property of the school district. The school district has the right and the oversight to remove, alter, continue, or discontinue any memorial.
- E. Planting memorials is prohibited as they may not be sustainable and/or require additional district resources.
- F. The district facilities will not be utilized for formal memorial services or funerals. Exceptions may be made for the rental of school facilities, following the established school district facility rental guidelines and fees. The rental will need to be made by private parties with the approval of the superintendent.
- G. The superintendent in consultation with the District Crisis Team has the discretion to consider memorial activities, that utilize district facilities when the death of a student or staff member has a significant impact on the majority of the students, staff, and community.
- H. School staff may monitor anniversary dates and may provide small group or individual counseling to assist with grief recovery. School-wide recognition of dates will not occur.

- I. Other Recommended Memorial Activities:

1. Yearbook:  
A student or staff member who has died may be acknowledged in the yearbook during the year of their death.
2. Graduation Recognition/Practices:
  - a. At the high school graduation ceremony, there will be a chair placed at the back of the graduates with a class flower placed on it. This chair will represent anyone that has impacted the graduating class and has passed away.
  - b. The names of all students who have completed the requirements for graduation will be listed in the program.
  - c. Only the names of students participating in the graduation ceremony will be read during the distribution of diplomas.
3. In the event that a student from the graduating class has passed away the summer prior to their senior year or during their senior year, the following guidelines will be used for the graduation ceremony.
  - a. If requested by parent(s)/guardian(s) a chair will be placed at the back of the graduates with a class flower and an honorary diploma.
  - b. If requested by parent(s)/guardian(s) the honorary diploma will be presented to the family of the deceased student following the graduation ceremony.

***Cross References:***       None