

SCHOOL/COMMUNITY RELATIONS
(New) Board Policy 990
St. Cloud Area School District 742
Adopted _____, 2025

990 MEMORIALS FOR DECEASED STUDENTS AND STAFF

I. PURPOSE

The St. Cloud Area School District recognizes that the loss of a member of our school community deeply affects us. Memorials must balance compassion and remembrance with the District's primary mission of supporting teaching and learning. Therefore, this policy establishes consistent standards and procedures for the dedication of memorials, naming rights, and placement of commemorative items within St. Cloud Area Schools facilities and grounds.

II. GENERAL STATEMENT OF POLICY

Schools exist primarily to support teaching and learning. Accordingly, school facilities are not designated as venues for memorializing deceased students or staff.

All memorial activities within the school setting must be approved and coordinated by the Superintendent or designee, in collaboration with building administration. The Superintendent or designee will assist families, students, and staff in selecting appropriate memorial activities that will support healthy grieving practices within the school community.

III. MEMORIAL POLICY

A. Temporary Memorials

Temporary memorials may be displayed within the school building or on school grounds only with approval from school administration. These may remain in place until the day of the funeral or up to one week following the death. After that time, the memorial will be respectfully given to the family by designated district officials. Temporary memorials must be located in supervised areas and may not alter district property (e.g., lockers, desks, or walls). All activities related to temporary memorials must occur under the direct supervision of school administration.

Permanent changes to school property, including retirement, alteration, or discontinued use, are not permitted as memorials.

If a death occurs in a public area accessible to the community (such as a crash site), district staff will not be responsible for monitoring or maintaining memorials at that location.

B. Permanent Memorials

The school district reserves the right to accept, decline, or alter any proposed memorial. The approval of permanent memorials is generally discouraged and will be considered only under exceptional circumstances involving events or losses that have had a significant and

lasting impact on the broader school community.

If a permanent memorial is approved and installed, the district retains the right to remove or relocate it at any time and for any reason. Permanent memorials must be self-sustaining and may not result in any financial or operational responsibility for the district.

Per Board Policy 899, if a name, title, or other identifying designation associated with a deceased individual is proposed for naming or renaming a district facility or area, the proposal must be reviewed by the appointed naming committee and approved by the school board.

C. Protocol for Commemorative Events

To ensure consistency, operational viability, and sustained focus on the district's academic mission, any proposed commemorative event must follow the formal review and approval protocol below:

- Scope: Only a class, club, or activity of which the deceased was a member may propose an event to honor their memory.
- Approval Authority: Proposals must be formally submitted to the Superintendent or designee, allowing sufficient time for review and coordination. Approval is contingent upon the activity's alignment with district values, safety, and operational standards.
- Timing: The event must be held exclusively outside of the official school day.
- Restrictions: Selling or fundraising for memorial items during the school day is prohibited. District student activity accounts may not be used to support, finance, or fundraise for memorialization. Proceeds from district co-curricular events or contests may not be donated for memorial purposes.
- Anniversaries: Formal, school-wide recognition of anniversary dates will not occur.

D. Recommended Memorial Activities

The following activities are encouraged as positive methods of remembrance:

- Graduation Recognition:
At graduation ceremonies, a symbolic gesture such as a plant or bouquet placed on an empty chair may represent a deceased member of the graduating class.
- Scholarships and Endowments:
Memorial scholarships or endowments may be established as one-time or ongoing awards, with a clear description of their purpose.
- Memory Banners/Books:
This memorial may include an opportunity for students and staff to contribute shared memories, encouraging messages, or photographs. These contributions can also be

compiled and shared with the student or staff's family as a means of support and remembrance.

E. Existing Memorials

Memorials established prior to the adoption of this policy will remain in place. These are generally the responsibility of the original sponsoring entity. District resources may only be used for maintenance when required for safety or as part of routine upkeep. The district reserves the right to remove a memorial if it cannot be maintained or if it conflicts with the educational mission of the district.

F. Use of District Facilities

District facilities will not be used for funerals or formal memorial services. However, the Superintendent, in consultation with the School Board Chair, may approve the use of district facilities for a memorial event when the death has a significant impact on the broader school community.

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St. Cloud, Minnesota

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