

## **Series 3000: Operations, Finance, and Property**

### **3300 Facilities, Real, and Personal Property**

#### **3304.02 Memorials**

The Board recognizes the importance of memorializing deceased students and staff in the school community. This Policy outlines the District's guidelines and approval process for proposed Memorials.

##### **A. Definition**

"Memorial" includes objects, displays, or activities to remember a deceased person or an event that resulted in death.

##### **B. General Guidelines**

1. Memorial gifts and fundraisers require administrative approval and must comply with District policies. Possible memorials include scholarships, blood drives, and partnerships with nonprofit organizations, with consent from the deceased's family.
2. The District's role is limited to the approval process. The District is not responsible for the administration or maintenance of a Memorial.
3. Non-school-sponsored memorial gatherings (e.g., candlelight vigils) on District property should be communicated to school administration.
4. School marquees will not display memorial messages.
5. The U.S. flag will be lowered only in accordance with state laws and policies.
6. Memorials must comply with all applicable laws, policies, administrative guidelines, and internal procedures.
7. All physical Memorials placed on District property become the property of the District. The District reserves the right to relocate, remove, or modify Memorials in its sole discretion at any time.
8. Memorials such as benches or tables may be considered if they align with the school's environment and maintenance responsibilities are clearly defined.
9. Memorials may include, but are not limited to:
  - yearbook dedications;
  - graduation acknowledgments dedicated to celebrating student achievement. The administration will collaborate with the deceased student's family to appropriately acknowledge their high school completion;

- recognized moments of silence; and
- temporary displays.

10. Memorials may not include:

- living organisms (e.g., trees, shrubs, planted flowers);
- anything for which public funds are used to purchase, develop, or maintain;
- permanent attachments to or alterations of District property;
- disruption to a regular school day;
- the sale of items during the school day; or
- use of District property for funeral services.

C. Approval Process

The Superintendent or designee must approve any Memorial on District property. Requests must be submitted in writing at least three days prior to the date or placement of each proposed Memorial. The Superintendent or designee will evaluate each proposed Memorial on a case-by-case basis and has the discretion to approve or deny a proposed Memorial, in whole or in part, for any lawful reason.

Legal authority: MCL 380.11a

Date adopted:

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