

GENERAL CONSIDERATIONS ~~The following shall be considered as general guidelines for the naming or renaming of District facilities:~~

- ~~1. The Board shall invite written nominations (following the guidelines under NAMING OR RENAMING OF A SCHOOL) from citizens. A period of 30 days, or the interval between three regularly scheduled Board meetings shall be given for the nominations.~~
- ~~2. The Board shall retain sole responsibility for the final selection of a name for schools or school facilities, after allowing for community suggestions.~~

This policy applies when the Board, who shall retain sole responsibility for the final selection of a name for school facilities, opens and publicizes a nomination period for naming or renaming new, existing, or proposed District facilities twice a year (January and September). Written nominations (following the process under NAMING OR RENAMING OF NEW, EXISTING, OR PROPOSED FACILITIES below) are invited from citizens. A period of 45 days shall be given for nominations. Written nominations shall be submitted to the office of the Superintendent who shall designate an ad hoc committee representative of the District and community for review.

The definition of facilities shall include but not be limited to buildings, schools, other structures, or parts of a building or complex including grounds, libraries, auditoriums, or athletic fields. These facilities can be new, existing, or proposed.

NAMING OR
RENAMING OF A
SCHOOL

The following provisions shall govern the naming or renaming of **new, existing, or proposed** school facilities.

1. **Schools Facilities** shall generally be named for ~~streets or geographic areas within the District, historical sites, or for~~ **deceased** persons who have made a significant

contribution to society as may be deemed appropriate by the Board, **streets or geographic areas within the District, or historical sites.**

~~2. With the exception of property donors, schools shall not be named for living persons.~~

2. Any nomination of a person for facility naming purposes shall be presented in a written format [See CW(EXHIBIT)] and shall include the following:

- a. A **Comprehensive** biographical or informational sketch **report.**
- b. Rationale supporting the nomination.
- c. The name(s) of the person(s) or supporting group(s) responsible for the nomination.

3. Nominations other than persons' names shall include detailed information on the historical or geographical significance of the name.

STAFF
MEMORIALS

~~Any new or existing facility or part thereof to be named in memoriam for an employee of the District shall follow the guidelines established in the document titled "Guidelines for Staff Memorials" and published in the employee handbook.~~

The Board of Trustees recognizes that the loss of a member of the school community is deeply felt, and that on occasion family members and/or co-workers wish to remember a deceased staff member through a school district memorial. Due to the emotional nature of such a loss, these guidelines are submitted to provide an objective basis for consideration during the process of establishing memorials for persons who are or were formerly employees of Denton ISD at the time of their death. As public educational facilities are designed primarily to support learning, memorial design parameters should blend with the school campus and take into consideration the effect a memorial may have on school children and staff.

In order to avoid unnecessary expense and disappointment, family members and friends should refrain from purchasing any type of memorial until it has been approved. Family members and memorial supporters must always remember that future expansion and remodeling of school facilities may necessitate the removal or dismantling of memorials.

Guidelines for establishing memorials honoring current or former employees:

- 1. Memorials may honor devoted employees of Denton ISD regardless of their position during their time of employment with DISD.**
- 2. Nominations should take into consideration the variety and longevity of an employee's contribution over the entire term of their employment, and not simply the location of their service at the time of death.**
- 3. The relevance of the memorial to the contribution of the current or former staff member's role should be considered.**
- 4. Any nomination of a person to be memorialized shall be submitted in a written format to an ad hoc committee designated by the Superintendent. The committee shall be representative of the district staff. The nomination shall include the following information about the person to be memorialized:**
 - Comprehensive biographical sketch and history of district employment,**
 - Rationale for the proposed memorial,**
 - Name(s) of the person(s) or supporting group(s) submitting the memorial proposal.**
- 5. The committee has the responsibility to consider background information about the nominee which if made public would be detrimental to the naming process.**
- 6. Memorial proposals are subject to examination by the DISD Operations Department for alignment with existing landscaping plans, maintenance requirements, and irrigation and mowing concerns.**
- 7. Denton ISD encourages donations to the Denton Public School Foundation as a living memorial to establish scholarships and grants in the name of the deceased staff member.**
- 8. It is recommended that each campus establish a committee or designate an existing committee such as CLT to review staff memorial procedures and manage campus level requests concerning memorials before submitting nominations to the superintendent's ad hoc committee.**

If a proposed memorial involves the naming or renaming of new, existing or proposed district facilities (inclusive of but not be limited to buildings, schools, other structures, or parts

of a building or building complex including grounds, libraries, auditoriums, or athletic fields), the provisions of CW(L) must be followed. Once proposals are reviewed by the oversight committee, they may be returned to the supporters for revision or more information. At the conclusion of the committee review process, recommendations will be sent to the Board of Trustees for their consideration. All decisions of the Board are final.

NAMING OF BUILDINGS, OTHER STRUCTURES, OR PARTS OF A BUILDING COMPLEX

The Board, ~~at its discretion,~~ may name or rename at any time ~~parts of a buildings,~~ schools, other structures or parts of a building or building complex, including grounds, libraries, auditoriums, or athletic fields, at its discretion. ~~for a living person. In such cases, the aforementioned guidelines for nominations shall apply. [See item 3 above]~~ 23

GUIDELINES FOR STUDENT MEMORIALS

ROLE OF THE SCHOOL

When a student death occurs, regardless of the circumstances, the entire campus and district are affected. The role of the District is to provide on campus support for students, faculty and staff during the grieving process in order to facilitate a healthy outcome and restore normalcy to the school instructional process. It is natural for parents and students to want to establish memorials. It is our responsibility to direct these efforts in a responsible way so that grief and loss are not reactivated on our campuses.

All District campuses have a crisis plan in effect and a district crisis team is available for support and consultation. The building principal or designee will serve as point of contact for the family regarding any arrangements involving the school. As of the implementation date of this policy the District shall no longer allow the establishment of student memorial structures that can reactivate on a daily basis feelings of grief and trauma on the campus.

In order to avoid unnecessary expense and disappointment, family members and friends should refrain from purchasing any type of memorial until it has been approved. Family members and memorial supporters must always remember that future expansion and remodeling of school facilities may necessitate the removal or dismantling of memorials.

TEMPORARY
MEMORIALS

Temporary memorials shall be governed by the following:

- 1. Temporary memorials established at the school are appropriate expressions of grief and may be displayed in the school up to three days or the time of the funeral, as the principal and counseling staff deem appropriate.**
- 2. "Safe rooms" with temporary memorials will be supervised by counselors, teachers and/or administrators during the time they are open. The principal or designee will ensure that letters, mementos, and other expressions of grief that are of interest to the family are delivered appropriately and respectfully when the display is no longer open.**
- 3. While the campus goal is to return to normalcy as soon as possible, grief is not necessarily a short term process. School counselors are available to work with students in grief groups or on an individual basis as long as necessary with referrals to outside agencies made as needed.**

APPROPRIATE
MEMORIALS

The following represent appropriate memorials:

- 1. Donations to The Denton Public School Foundation to establish scholarships and grants in the name of the deceased student. Information about Foundation guidelines and awards is available from the Foundation office, 940-369-0078.**
- 2. Books, services, or equipment donations designed to enhance the instructional and/or co-curricular process at the deceased student's campus must be submitted in writing to the campus principal and approved in writing prior to purchase.**
- 3. Live trees or plants may be planted in an appropriate area designated by the campus only after consultation with the campus principal and the executive director of operations. They will consider such requests based on a determination of existing landscaping plans, maintenance requirements, and appropriateness of the item for the area in terms of irrigation and mowing concerns. Live trees and/or plants will not include memorial markers. Markers already existing at the**

time this policy is approved may be moved when necessary, and may be permanently removed after six years and may be offered to the parents, guardians or nearest relative.

Each school may maintain a memorial plaque to which names can be added as an on-going tribute to deceased students. Engraving on the plaque must be limited to the student's legal name, dates of birth and death, and the words, "In Memory Of."

**UNACCEPTABLE
MEMORIALS**

The following represent unacceptable memorials:

1. Large permanent memorial structures can no longer be accepted due to concerns about maintenance, vandalism, and on-going campus expansion and/or restructuring plans.
2. Any item that alters the regular school instructional day or the property of the school district.
3. Any item, activity or event that infringes on the separation of church and state.
4. Any item, activity or event that requires the use of public funds for the purchase or development.

**GENERAL
GUIDELINES**

To maintain equitable consideration and respect for all grieving families regardless of personal resources, all memorials should be consistent with these guidelines. Donors must recognize that movement of memorials may become necessary due to renovation or expansion of facilities. Parents, guardians or close family members of deceased students who may wish to have plaques, markers or name plates returned to them are encouraged to notify the school's office of any change of address.

By long standing practice, District school facilities are not named after individuals who were students at the time of their death unless approved by the Board.