

**MEMORIAL/MERITORIOUS POLICY**

The Board, in its sole discretion, may name a school facility after a specific person or organization if the person/organization has provided a significant service or made a substantial gift to the School District. All requests pertaining to the naming of school facilities shall be made in writing to the central administrative office. The Superintendent will then forward the proposal to the Board with his/her recommendations. The Board shall not consider a request to name a facility after a specific person/organization until at least two (2) years have elapsed from the end of the individual's service.

The Board, in its sole discretion, may provide for a dedication space at a school facility to recognize a specific person/organization that has provided a significant service or substantial gift to the School District. All requests for dedicated spaces shall be made by the building principal in writing to the central administrative office. The Superintendent will then forward the request to the Board with his/her recommendations. The Board shall not consider a request for a dedicated space until at least two (2) years have elapsed from the end of the individual's service. If approved by the Board, the recognition shall consist of an engraved name plate no larger than 8" x 10" stating:

1. In honor of: Name
2. Years of dedication
3. A short summation of service

All expenses associated with the name plate shall be paid by the person(s) making the request. In the case of a newly constructed building replacing an existing building, the memorials from the previous building must be re-approved by the Board.

The school district recognizes that there may be requests for a memorial (in the form of a tree, bench, plaque, etc.) to memorialize a school district employee, student who has passed away, or a student who has achieved in some meritorious fashion. All such requests and the placing of any memorial must be approved by the Board and/or Superintendent or his/her designee. The school district will not assume any financial cost with respect to an approved memorial. Memorials approved by the Board shall be maintained by the School District in a safe and

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aesthetically attractive fashion. The School District may remove a memorial after it has served its memorial purpose or should it become necessary for other reasons (i.e., in the case of a tree that dies or a bench that cannot be maintained). All memorials on School District property must comply with applicable city ordinances, state, and federal laws.

First Reading: 12/2/13

Second Reading: 1/13/14

Reviewed: 12-18-23 (Policy Advisory Council and Board Policy Committee)