

**ADMINISTRATION
SERIES 300**

304

TITLE: MEMORIALS

SECTION I: RATIONALE

In honor of persons who have special significance to the students, the school district, or the community, the Board may wish to accept or create memorials.

SECTION 2: SCHOLARSHIPS/DONATIONS

A room or item may be named for the person in whose honor a scholarship fund is created. A memorial plaque may be appropriately dedicated whenever a room or item is designated as a memorial in conjunction with a scholarship fund.

Offers of memorial scholarships will be submitted to the superintendent together with information concerning the purpose of the memorial and administration of the scholarship fund.

SECTION 3: BEREAVEMENT

In the unfortunate case of the death of a staff member or a staff member's immediate family (parent/step parent, child/step child, sibling/step sibling, spouse, spouse's parent) the Board or principals may wish to make a donation from the district general fund to the organization or agency designated by the family of the deceased. If the family has no preference, the Board may make its donation to the Doug Edwards Educational Foundation in the amount of \$25 per memorial.

SECTION 4: OTHER MEMORIALS

Building principals may receive items for their school as a memorial to a student or person having a special significance to the students of that school. Items received as memorials become the property of the school district. Principals must have the superintendent's approval to accept any item that may require additional maintenance cost to the school district. The superintendent may establish guidelines for the acceptance of such memorials.

Reference: NEPN/NSBA [New York]

Adopted: March 11, 1999