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| Book | BHASD Policies |
| Section | 700 Property |
| Title | Memorials |
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Purpose

The death of a student, friend, colleague or other loved one often motivates individuals to make memorial contributions to the school district. In addition, requests for specific types of memorials are commonly made by donors. However, the district recognizes that it may not always be appropriate to comply with these specific wishes. The purpose of this policy is to establish guidelines for the management of memorial donations and requests.

Authority

The Board will retain control over all donations made to and expenditures made from the Memorial Fund.

Offers of memorials to a school or to the district shall be studied by the Superintendent or designee, who shall then submit a summary of the findings to the Board with a recommendation for action.

Guidelines

Listed below are the guidelines to be followed for the establishment and management of memorial donations and requests:

1. The district will set up a special account to manage memorial donations or funds.
2. All memorial donations or funds will be channeled through this account.
3. Under the guidance of the Board and Superintendent or designee, each principal will select a committee to review memorial requests and determine, on a case-by-case basis, the specific type of memorial to be purchased or established in a given building. Student Assistance Program team members should be represented on these committees, where possible.
4. In the event that requests are made to establish a memorial (the planting of a tree, establishment of a plaque, placement of a bench), the Superintendent or designee will evaluate the appropriateness of the request and feasibility of implementation.
5. Memorials and/or dedications, which tend to glamorize or glorify death, will not be established. Appropriate uses of funds given in such circumstances include gifts to school district libraries, funding for SAP activities, donations to Student Council, and other functions approved by the Board or Superintendent or designee.