



Bend-La Pine Schools recognizes that when a school community experiences the sudden death of a student or staff member, it is important to the school community and to those who are personally affected by the death to acknowledge the event. Additionally, certain traumatic events occurring on a local, state, national or global level may also give rise to the need for district acknowledgement through appropriate activities. Requests for remembering or memorializing a person or event may be approved by the Superintendent or designee, subject to the provisions outlined below.

**MEMORIALS ON DISTRICT PROPERTY**

Any memorial display in a school or on district property may only be installed with the approval of the Superintendent or designee. The physical location of a memorial display in a school or on district property will be determined by the district in alignment with best practices to reduce the re-traumatization of impacted individuals.

Upon installation, a memorial shall become the property of the district. In the discretion of the district, any memorial may be relocated or removed if it interferes with school operations or facility expansions, if it becomes costly or difficult to maintain, or as otherwise noted below. Any memorial may be removed, relocated, taken down, or discarded by the district in the event that the district property on which the memorial is located is sold, transferred or leased.

Bend-La Pine Schools reserves the right to remove a memorial installed without district approval. Bend-La Pine Schools may seek reimbursement for removal costs and/or costs associated to the repair of district property due to a non-approved memorial installation.

**CRITERIA AND PROCESS FOR REQUESTING A PHYSICAL MEMORIAL**

Consideration of requests will balance memorializing or commemorating the individual or event while not creating an atmosphere that glamorizes a traumatic event or self-destructive behavior. Any development of a physical memorial shall meet the following criteria as determined by the Superintendent or designee:

**Criteria**

1. No memorial request will be considered until one year after the date of the event.
2. The purchase of a physical memorial must be financed without reliance on district revenue.

**Process**

1. Requests for memorials must be submitted in writing to the Superintendent's Office prior to installment of the memorial.
2. Requests must include, at minimum, the following information:
  - a. Name of person or event being memorialized,
  - b. Information that will be included as part of the memorial: name, dates, etc.,
  - c. Brief narrative with the reason(s) for the memorial
3. The request will be reviewed by the Superintendent or designee to ensure it meets all required criteria noted above and they will approve or deny the proposed memorial. Review will also include evaluation of the proposed memorial to ensure the individual(s) or event being honored will "do no harm" and be physically and emotionally safe for students, staff, and community members.
4. If there are concerns about the proposed memorial, the Superintendent or designee may work with requestor to ensure all criteria have been met. The decision of the Superintendent or designee shall be final.

All requests to for volunteer facility improvement projects shall follow guidance set forth in [FKA-AR: Guidelines for Volunteer Improvement Projects](#).

## TEMPORARY MEMORIALS

Decorations, displays or collections of objects that are part of a spontaneous memorial should be limited to an area designated by a district administrator. Temporary outdoor memorials should be placed outside of the school campus or district facility perimeter to allow for public remembrance to occur. Temporary indoor memorials should be located in a somewhat private space that is not located in high traffic areas. Displays of all remembrances will be temporary in nature and will be removed in a timely manner and offered to the family of the deceased (if appropriate). Displays may not be in place for more than five days after the death or event. The district reserves the right to remove, eliminate, donate or move temporary memorials should those items be considered unsafe, unhealthy or become too much for the designated space.

The district will offer tangible property to the family of the deceased (if appropriate). If memorial items have not been collected by the family of the deceased within 90 days of notification, the district will dispose of the items.

Candles and other flammable items are not permitted on district property without the permission of the Superintendent or designee.

## SUGGESTED ALTERNATIVE MEMORIALS

In lieu of a permanent and/or physical memorial, Bend-La Pine Schools suggests the following alternative means of remembrance:

1. Donated books, music, videos, or other materials recommended by the Superintendent or designee. Such donations will become property of Bend-La Pine Schools upon receipt and the district reserves the right to dispose of the donated item(s) due to its being outdated, obsolete, or in disrepair.
2. Non-conditional monetary contributions to a particular school activity, department, or educational foundation.

All donations will be processed in accordance with [KH-AR: Public Gifts to the District](#). Bend-La Pine Schools reserves the right to accept or deny any memorial gift.

## MEMORIAL ACTIVITIES

Memorial activity requests may be made to memorialize an individual or event in school yearbooks, in accordance with [IGDB-AR: Student Publications](#); at graduation ceremonies, and other district sponsored activities. Requests must be submitted to the Superintendent or designee, in advance of the desired activity, in writing. Activities that will not detract from scheduled classroom or school activities, or the celebration of student accomplishments may, with prior district administrative approval, be authorized. District sponsored activities or events may be rescheduled or cancelled with Superintendent approval only.

Schools may observe a moment of silence in memory of an individual or in recognition of certain traumatic events as deemed appropriate by the Superintendent or designee. Deaths will not be announced or memorialized on district reader boards or through the use of district utilities or facilities (i.e. turning on all lights of a stadium). School will not be dismissed early or cancelled on the day of a memorial of funeral service without prior Superintendent approval. Flags may be lowered only in accordance with state and federal law.

In considering memorial activity requests, district administration will balance memorializing or commemorating the individual or event with caution to not create an atmosphere that glamorizes a traumatic event or self-destructive behavior. The district recognizes that the use of district property and facilities for memorial services is generally inappropriate. Any request to use a district facility shall be made in accordance with [KG-AR: Community Use of District Facilities](#).

## UNACCEPTABLE MEMORIAL GIFTS AND PRACTICES

The following memorials and practices are deemed not acceptable the district:

1. Alteration of school activities or the school schedule.
2. Requiring the retirement or discontinued use of school property.
3. Infringing on the separation of church and state.
4. Requiring the use of public funds for purchase, development, or maintenance.
5. Memorials that highlight the manner of death.
6. Present a potential health and/or safety risk, or violate district policies, regulations and procedures.

**REQUESTS TO NAME A FACILITY OR PART OF A FACILITY**

Requests to name a facility or part of a facility or campus shall follow [Bend-La Pine Schools Naming of Facilities Process](#).

**EXISTING MEMORIALS**

Existing memorials established prior to the implementation of this regulation will be removed and replaced, at no expense to the family, with a district approved memorial at the approved location at the school/district site. The district will offer tangible property of the removed memorial to the family of the deceased (if appropriate). If a memorial has not been collected by the family of the deceased within 90 days of notification, the district will dispose of the memorial.

END OF ADMINISTRATIVE REGULATION

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