

School District of Springfield Township

SECTION: PROPERTY

TITLE: MEMORIALS

ADOPTED: November 16, 2004

REVISED:

702.1 Memorials	
Purpose	The Memorial Policy is established to honor and celebrate the lives of those who died while members of the School District of Springfield Township's learning community. The District's intention is to respectfully enhance, not replace, the private memorial activities of family and friends. Therefore, a uniform, equitable policy has been established.
Definitions	<p>Eligibility – The life of any deceased student, staff member, or Board member who dies while in attendance or active service will be commemorated. Only a perpetrator of an act of violence is excluded.</p> <p>Memorial – A <u>temporary memorial</u> is a time limited spontaneous reaction to the notification of the death of an eligible person.</p> <p style="padding-left: 40px;">A <u>permanent memorial</u> is the District's gesture to honor and commemorate the life of an eligible person in a uniform and equitable manner.</p> <p style="padding-left: 40px;">A <u>commemorative gift</u> is any donation made by any party other than the District that is intended to memorialize an eligible person. Gifts that extend into perpetuity are referred to as <u>perpetual gifts</u>.</p> <p style="padding-left: 40px;">A <u>retroactive memorial</u> is the District's tribute to each of the eligible persons who died before the adoption of this policy and who is identified during a public outreach in Springfield Township.</p> <p>Sites – All public buildings and properties deemed for the purposes of public education charged to the District's authority for oversight and management are recognized as sites.</p> <p>Applicant - The person who submits a gift application to establish a gift memorial for an eligible person.</p> <p>Recipient – Person or entity who receives benefit from the gift.</p>
Guidelines	<ol style="list-style-type: none"> <u>Permanent Memorials</u> – Each building will dedicate a centralized, highly visible wall where a master commemorative plaque will be installed. Each eligible person, including those identified during the public outreach, will be recognized in a uniform manner on this plaque.

2. Temporary Memorials – Temporary memorials are subject to the time and space restrictions delineated in AR 702.1
3. Gifts – Gifts may include, but are not limited to: scholarship foundations, educational materials, or additions and/or enhancements to existing District property. Gifts in memory of an eligible person are subject to the procedures outlined in AR 702.1. Additional commemorative gifts may not be established through the District in the name of suicide victims since the perpetuation of an act of self-destruction is not a wholesome role model for children and youth. All gifts are subject to Board approval.
4. Grandfathering – Current permanent memorials will be maintained but with the following stipulations:
 - A. All memorial plaques currently displayed will be incorporated into the memorial site in each school.
 - B. The names of those on the memorial plaques will also be included on the permanent memorial.
 - C. All photographs or other memorabilia will be returned to the family following the graduation date of the deceased.
 - D. Memorial plaques that also recognize contemporary student achievement will be located at a site designated by the building principal.
 - E. Any retired athletic jersey will be housed and maintained in the gymnasium.
 - F. Any established garden will be maintained but not enlarged. Gardens will be completely natural. No artificial decorations will be allowed as an enhancement.
 - G. All benches will be maintained, but no artificial decorations will be allowed as an enhancement.
 - H. All scholarship funds will be maintained until they are exhausted.
 - I. All gifts donated to the District prior to the adoption of the Memorial Gift Policy shall remain under the conditions set forth upon their establishment. If the original donor requests a change to an existing memorial gift, the change will be subject to the provisions of this District Memorial Policy.

Authority

The School District of Springfield Township retains its authority to manage all public buildings and properties deemed for the education of the township’s children. As a public entity, the guiding principles of equity, responsible use of public funds, and the implementation of best practice at all times underlies this policy. Therefore, the enforcement of this policy will be without exception.

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