

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 1.809.1

Memorials

General

Schools are designed primarily to support learning and shall not serve as the main venue for memorial services of students or staff. Memorial activities expressed at school shall be coordinated and approved through the Superintendent or designee and the principal of the school.

TEMPORARY MEMORIALS

Temporary memorials, as approved by the Superintendent or designee, may be displayed within the school building until the day of the funeral, or within one week following the death, after which time they will be given to the family. Allowable temporary memorials include banners, pictures, and student desk displays are only allowed in locations monitored by school officials. Temporary memorials cannot alter district-owned property which includes, but is not limited to, lockers and desks.

OTHER MEMORIAL ACTIVITIES

The Superintendent or designee may approve any of the following additional activities:

1. Yearbooks: A student or staff member that has died may be acknowledged in the yearbook during the year of his/her death. Information will be limited to his/her name, photo, date of birth and death, and school activities he/she participated in.
2. Commemorative Events: A commemorative event may be established and held in the name of the deceased student or staff member, Activities cannot be held during the school day and should be sponsored by a class, club, or activity in which the deceased students or staff member participated. Advertisement and communication of events shall occur outside of the school day.
3. Graduation Recognition: A token of remembrance, such as a plant or bouquet of flowers, may be present on-stage during graduation to represent the deceased members of a graduating class. A member of the school administration can direct the audience in a moment of silence to collectively recognize deceased members of the graduating class.
4. Moment of Silence Recognition: A moment of silence may be used following the death of a student or staff member to honor his/her memory. School-wide moments of silence will occur within two (2) school days, following notification of the death. Moments of silence also may be utilized during extracurricular events and community-based events in which the deceased participated.

PROHIBITED ACTIVITIES

Selling and/or fundraising of memorial items during the school day is prohibited. District student activity accounts cannot be used to support, finance, or fundraise for memorials. Proceeds from district extracurricular events cannot be donated to agencies for memorials. Utilizing school events, such as graduation, homecoming festivities, prom, and other thematic events to memorialize students or staff is prohibited. Commemorative items or events can be sponsored by community-based agencies and promoted outside the school day.