

MEMORIAL OBSERVANCES

- A. The administration, on behalf of the board of education, shall provide a floral arrangement and/or memorial for either the funeral or post-funeral for current members of the board and/or spouses, current employees and/or current employees' immediate family, retired district employees, former board members and current enrolled students.
1. The approximate cost of floral arrangements shall be \$50-\$75.
 2. When a floral arrangement and/or memorial are sent from the board of education to the families, each member will be contacted as soon as possible.
- **Immediate family is defined to include mother, father, children, husband, wife, brother or sister.**
- B. Cards of sympathy shall be sent for other family members at the discretion of the superintendent.

MEMORIALS

The Board will consider the acceptance of memorials in honor of deceased students, employees, members of the School Board, or other members of the community on an individual basis.

A Memorial Committee shall be appointed by the District Administrator to:

1. review offers of memorials made by individuals in the community;
2. consider how memorial money should best be used to recognize the memory of the deceased person; and
3. determine what type of memorial will be established, including the size of the memorial and the location at which the memorial will be placed (if applicable).

Memorials may be accepted by the Board upon recommendation of the Memorial Committee.

MEMORIAL PLAQUES

Appropriate, approved identification markers accompanying gifts given in memory of a student, alumni, employee or member of the School Board may be permanently mounted or displayed within district school buildings.

1. The superintendent and building administration are authorized to approve or disapprove the markers and gifts;
2. Plaques and markers memorializing a specific individual other than the above will not be mounted or displayed on district buildings or grounds except as specifically approved by the Board of Education.

NAMING NEW FACILITIES

The Board of Education shall be responsible for naming new facilities.

If a facility is named for a person, it shall be for an individual who has attained prominence locally, nationally, or in the field of education, science, art, statesmanship, political science, or military achievement, or an outstanding president of the United States of America.

The general procedure for selecting the name of a school facility shall be as follows:

1. The Board shall appoint a facility naming committee consisting of two citizens from the community to be served by the school or facility, two teacher representatives, an administrator, a student representative, and not more than two members of the Board.
2. The committee shall recommend no more than three names in order of preference to the Board for their consideration. The Board will then make the final selection of the name from the list submitted by; the committee.

The Board reserves the right to bypass this procedure when it finds it appropriate to do so.

The facility naming committee will be expected to observe the following guidelines in developing the name list:

1. The name should be easily identifiable with the facility;
2. The name should not be in conflict with the names of other facilities in the system;
3. The name should have significance for people using the facility; and
4. The names of living people should be avoided.

FUNERALS AND MEMORIAL SERVICES

The School District may not conduct religious ceremonies or services. Requests for funerals or memorial services in any School District building, must be made to the Superintendent of Schools, who will inform the Board of the request and seek majority approval when possible.

STAFF AND STUDENT RELEASE FOR FUNERALS

The School District will excuse students who wish to attend the funeral of a student or district employee provided the normal and customary procedures are followed for an excuse from school, including a written parental excuse. Employees in the district shall be excused to attend an employee's funeral upon reasonable notice to the Superintendent/designee in accordance with the negotiated professional contract.

LEGAL REFERENCE: Wisconsin Stat. 120.11(2)

CROSS REERENCE: Master Agreement