



## **4600.1: STAFF MEMORIALS**

### **Guidelines for Staff Memorials**

**Memorials will be for staff members who were employed by the District at the time of their death.**

## **Yearbook Guidelines:**

A deceased staff member's picture, if available, will be included with the pictures of other staff for the year covered by the yearbook. The picture will be framed in black. The words "In Memory Of," the staff member's name, and years of birth and death will be included within the frame. If the death occurs after the December yearbook publication date, the framed picture and wording will be included at the end of the index of the yearbook. If there is a staff death during the summer, the staff member's picture will appear in the next year's yearbook.

Purchased advertisements in memory of a staff member's death will not be allowed in yearbooks.

## **Student Newspaper Guidelines:**

Memorial pictures or articles about the deceased may be published. Letters to the editor of tribute to the deceased or of sympathy to family and/or friends may also be published. Letters must be signed and are subject to editing, after consultation with the author(s). Staff editorials may be published, at the discretion of the editorial staff and with the approval of the newspaper sponsor.

## **Plaques with Brass Engraving Plates:**

Each school will display a plaque with brass engraving plates to recognize staff members who have died. Each plaque will be no larger than nine inches by twelve inches. The top of the plaque will be engraved with the words, "In Memory." Individual plates will include the staff member's legal name and dates of birth and death. Individual plates will be removed after ten years and offered to the staff member's spouse or nearest relative.

## **Other Memorials:**

Other staff memorials may be established if there is no cost to the school and with the consent of the deceased staff member's spouse or nearest relative. Appropriate memorials include:

1. A memorial scholarship administered by the Millard Public Schools Foundation.
2. Plantings on school grounds (trees, shrubs, perennials). The type and placement of the planting will be approved by the school principal and comply with District Policy and Rules associated with Special Projects. Such plantings may be accompanied by a moveable granite ground marker no larger than twelve by six inches. The engraving on the marker will be limited to the staff member's legal name, dates of birth and death, and the words, "In Memory Of," or, "Planted In Memory Of." The marker will be moved, when necessary, as the planting grows, and will be removed after ten years and offered to the spouse or nearest relative.
3. Purchase of library books, artistic pictures, CD ROMs, schools supplies and equipment, with the approval of the school principal. Donated books may include a bookplate, and pictures and equipment may include an engraved plate no larger than two by six inches. Wording on the plates will be limited to, "Donated In Memory Of," "In Memory Of," and the staff member's legal name and dates of birth and death. Appropriate memorials include:

**Date of Adoption**

January 23, 1995

**Date of Revision**

March 3, 2003

June 4, 2012

November 5, 2018

**Reaffirmed**

June 3, 2002

**Related Policies and Rules**

**[3614: Construction Planning - Special Projects](#)**

**[3614.1: Construction Planning - Special Projects](#)**