

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 200-09</b>
<b>Subject: MEMORIALS HONORING DECEASED STUDENTS AND STAFF</b>	<b>Issued: 6/11/08</b>
<b>Preparing Office: Office of the Superintendent</b>	<b>Amended: 1/31/18</b>

I. Policy 206

II. Procedures

A. Approval of Memorial Activities

1. Prior to initiating any memorial activity, approval must be obtained from the building principal.
2. The principal shall seek approval from the family of the deceased prior to planning any school-related activity.
3. The principal shall seek approval from the Chief Operating Officer if activities include altering the grounds at the school site (i.e. planting trees). Principals should follow the procedures outlined in FCPS Regulation 200-17 *Modification to Buildings and Grounds*, to request approval for grounds modifications.
4. Permanent markers (e.g. tiles, bricks, gravestones, etc.) are not recommended for use as memorials.

B. Options for memorial activities include but are not limited to:

1. Establishment of a scholarship fund for graduating seniors.
2. Establishment of a foundation in the name of the deceased.
3. Development of a memory book for the family of the deceased including cards, letters, photographs, etc. of the deceased. (Note: School counseling staff should review students' written material or art work before giving them to the family to ensure that all content is sensitive and appropriate.)
4. Flowers at a designated location in the school.
5. Organization of a moment of silence during a school day.
6. Organization of a memorial service or candlelight vigil. (Recommended for secondary students only.)
7. Solicitation of donations for an existing foundation or helpful cause supported by the deceased.
8. Organization of participation in a communitywide positive effort such as helping the homeless, cleaning up a park, etc.
9. Planting a tree or shrubbery on school grounds provided it is approved by the Maintenance and Operations Department to identify a suitable location and to ensure it is consistent with the school architecture. (Note: If the tree/shrubbery is removed for any reason [i.e. construction, natural expiration, etc.] the Chief Operating Officer will coordinate with school administrators to notify the family of the deceased when feasible).
10. Issuance of a posthumous degree (if eligible), certificate or award to recognize academic accomplishment or special accomplishment, or involvement in the school.

C. Elementary Student Activities

The Board of Education recognizes that memorial activities may not be appropriate for younger students. Activities at the elementary school level may be initiated with approval provided by the principal, the family of the deceased, and in consultation with a school psychologist designated to serve that particular school.

Approved by:

*Original signed by*

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Theresa R. Alban  
Superintendent