MEMORIALS AND DEDICATIONS

Purpose:
Recognizing the loss of a member of the school or greater community through the donation or placement of an item which calls to mind such person is accepted as a purpose for improving school district facilities. Dedication of memorials intended to favorably accent school surroundings is acknowledged as an appropriate purpose for installing memorials and structures as recognitions. Regulations to assure their documentation, preservation, maintenance and, when necessary, their relocation/removal, are deemed to be important to both Donors and the School District.

Definitions:
Memorials and structures so dedicated are defined as items donated and marked to recognize an individual or individuals for distinguished purposes. These can include, but are not limited to: paintings, works of fine art, tangible items of personal property, landscape/landscaping or exterior hardscape plantings and structures.

Dedication is an event marked by a ceremony, service or gathering at which a memorial item is unveiled, placed in service and/or turned over to the Salem School District.

Memorials are distinguished from and do not include the naming of District Facilities, which is governed by Policy FF.

General Guidelines:
Memorials must not create a distraction or detrimental environment for students, staff, or visitors. They shall reflect community standards and be in scale, size and proportion to their surrounding. The installation of memorials shall not alter the original intent, purpose or the character of the proposed location.

Maintenance:
The regular work required to maintain a memorial or memorial structure’s appearance, especially landscape or exterior hardscape, requires time, attention, and materials that the District doesn’t necessarily have time or the skill to provide. Donors must recognize that the cost of memorials and other structures, as well as their regular upkeep, will (in the first instance) be the responsibility of the Donor. Donors may be required to establish accompanying endowment funds for the purpose of providing income which will be allocated to the repair and upkeep of memorial items which require such effort. The amount and sufficiency of such amount shall be agreed upon and established before the Dedication of any memorial which would require such funding.
Acceptance of Responsibility by District:

It is understood that certain memorial items which are established may serve a beneficial or integral part of the district facility to which it is associated. In such circumstances, the School District may agree with the Donor(s) that the District will, from time of Dedication, accept responsibility for the future maintenance and care of a memorial item. While such acceptance would ordinarily be decided at time of Dedication, the District may, at any time agree to accept maintenance responsibility for a given memorial item.

Damage and Repair of Memorials:

Unless the District has specifically assumed responsibility for repair of a given memorial item, damaged, defaced, or unsafe memorials or structures will be removed to storage by the District within thirty (30) days of the discovery of the unsafe or damaged condition if not repaired by the Donor following notice to the Donor (or representative). Items not retrieved from storage within sixty (60) days of removal may be discarded. If the Donor elects to repair the memorial item, expenses of removal and reinstallation must be paid by the Donor (or their representative) to the District prior to replacement.

Relocation, Replacement and Removal of Memorial Items:

Any memorial item may be moved, relocated, replaced or removed at the discretion of the School Board. The Board shall make every reasonable effort to notify the original Donor or their representatives prior to such considerations.

Agreement and Notice Provisions:

To facilitate inventory of memorial items and to assure subsequent notice, all memorial items shall be documented on or before their Dedication on a form created for such purpose by the District. The Donor shall be required to provide a name and contact address. In addition, the Donor may designate one or more representatives to receive such notice in the absence or death of the Donor. Such designees may further appoint subsequent representatives.

School Board Authority

The Salem School Board retains general supervisory authority over the donation of memorial items. Requests for the placement of memorial items, and any proposed endowment for the future maintenance and upkeep of such items, shall be made through the Superintendent of Schools for consideration and approval by the School Board.

Adopted 5/27/14