

**4635. MEMORIALS**

Lewiston School District recognizes the need for people to mourn and grieve the deaths of friends, family members and colleagues. While individuals utilize a variety of methods to grieve and mourn, some of the strategies that people employ during their grief are engaging in rituals and developing ways to memorialize the deceased.

In order to honor these practices, and to assist and facilitate the grieving process, the Board of Directors has adopted the following guidelines.

**1. GUIDELINES****A. MEMORIALS**

1. One time or perpetual scholarships or endowments listing the name of the deceased, established and maintained by non-district persons, may be instituted.
2. Contributions to the Lewiston Independent Foundation for Education (L.I.F.E.) may be given in the name of the deceased.
3. Furniture, equipment (athletic or other), books or other instructional materials may be donated to the district or a particular building or District program. The donated item should remain unlabeled or have a nameplate attached simply containing the name of the family making the donation.
4. Contributions by students and staff to a memorial designated by the family of the deceased and in compliance with this policy are encouraged.
5. Letters of remembrance may be sent to the family of the deceased.
6. With permission from the family during the academic year in which a student or staff member dies, a picture of the deceased may be included in the school's annual, in the alphabetical order in which it would normally appear, along with their name and years of their birth and death.
7. The Crisis Assistance Team will, upon request, be available to work with students, staff and family members, to suggest other possible rituals and memorials that may be helpful and can be administered within the community.

**B. SPONTANEOUS MEMORIALS**

Spontaneous memorials will be considered by the Administration and the Crisis Team under the following conditions.

1. Location designated by building principal in consultation with the Crisis Team.
2. The memorial must be clearly temporary.
3. Removal will take place in a timely manner or after a memorial service.
4. Students, staff and family will be notified in advance when the removal will take place.
5. Remnants of the memorial shall be offered to the family of the deceased; otherwise, discreet, proper disposal shall take place.

**C. PERMANENT MEMORIALS**

Appropriate permanent memorials will be permitted. The following items are permissible with the approval of the principal.

1. Donations of books and other materials, only containing the family name, to the school media centers.
2. Donations of athletic or other equipment.

**D. MEMORIALS MAY NOT**

1. Alter the conducting of a regular school instructional day or school sanctioned activity.
2. Require the retirement, discontinued use, or altering of school property.
3. Require the use of public funds to purchase, develop or maintain the memorial.