



Section: Property

Title: Memorials

Adopted: 9/16/10

Revised:

703 – Memorials

The Board of School Directors recognizes that from time to time the community may wish to commemorate an individual who or a group which has been an extraordinarily positive influence within the District. It is the intent of this policy to establish the criteria and procedures to be used in these circumstances.

"Commemoration" may include the following:

A permanent memorial in the Commemorative Garden, such as plaques, plantings, stones/pavers or other types of recognition. Non-permanent items such as flowers, balloons, personal items and other paraphernalia are strictly prohibited.

"Commemoration" for purposes of this Policy does not include the granting by the District to a group or individual of the right to name a District facility in honor of an individual or group for a prescribed period of time or the establishment of some other type of Commemorative Gift pursuant to Policy No. 702 "Gifts, Grants and Requests by Outside Organizations."

The Board of School Directors shall consider requests by individuals or groups within the communities of Plymouth, Whitmarsh and Conshohocken to establish a commemoration for one or more individuals or groups whose contributions to local public education satisfy the following criteria:

1. A contribution which is extraordinary and unique and which serves as an example to those within the District.
2. A contribution which is recognized by students, parents and staff as having an extraordinarily positive influence on the lives of students.
3. A contribution which has created and supported positive links between the schools and the community.
4. A contribution which has taken place over a significant period of time.

The Board reserves the right to consider a memorial in the event of special circumstances not presently defined by this policy.

The Board also reserves the right to remove or otherwise discontinue the memorial of an individual or group for any reason in its sole discretion.

The Superintendent shall receive nominations and all pertinent information needed to evaluate a candidate. The President of the Board shall appoint a committee who, with the Superintendent, shall review the information and report its findings to the Board which shall make a final decision.

The Board recognizes the importance of memorials. The Board also acknowledges its obligation to manage District property and operations in an orderly fashion that promotes the best interests of its students, parents, and community. Accordingly, any memorials that affect District property or operations must be subject to an approval process that will further District goals.

Although the Board will retain general authority over memorials, the Superintendent shall have the responsibility to determine whether proposed memorials are appropriate and to approve or deny applications.

Anyone proposing a memorial shall submit a written application to the Superintendent, who, as appropriate, may refer the application for review by any of the following: a Building Principal, the Director of Operations, the Community Relations/Student Life Committee and the Facilities Management/Transportation Committee of the Board. Upon completion of the review, the Superintendent will approve or deny the application and notify the applicant of the decision.

Applications shall contain the following information:

1. The name, address, and telephone number of the person submitting the request
2. The name of the person to be remembered
3. A detailed description of the memorial marker, including, as applicable: cost, drawings, plans, materials lists, and any proposed marker, plaque, or other commemoration
4. A narrative describing the justification for the memorial
5. As appropriate, a proposed plan for maintaining the memorial

Prior to the approval of an application, an applicant shall obtain and present the following approvals, permits, and statements, if applicable:

1. All necessary federal, state, and local approvals and permits, as evidence of compliance with all applicable laws, regulations, rules, and policies
2. The written approval of the personal representative of the estate of the person to be remembered or, if no personal representative has been appointed, of the person(s) who has priority under the law to qualify as such personal representative
3. An approval from the appropriate building principal (or a statement setting forth the reasons the application should be denied or revised)

4. Upon completion, a memorial located in the commemorative garden of the District shall become District property.
5. The District will control the maintenance of the memorial.
6. If deemed in the best interest of the District and upon consideration of health, safety, welfare, and aesthetic concerns, the Superintendent, with the approval of the Board, may move or remove all or a portion of a memorial. Any markers or plaques that are removed shall be offered to the donor or other appropriate family member or person.
7. Unless considerations of health, safety, welfare, or aesthetics make removal necessary, the District will retain all memorials or portions thereof for at least ten years.
8. This Section shall pertain not only to future memorials, but also to those existing at the date of the enactment of this Policy.

The Superintendent may develop additional procedures, including standard application forms, in order to implement this Policy.

Section: ***Property***
Title: ***Memorials***
Adopted: ***9/16/10***
Revised: