

Memoriam Guidelines

Introduction: For many years, Brentsville has been an integral part of a close community. This sentiment resonates throughout both joyful and sad occasions. The loss of a child is one of the most difficult events any family may experience. This memorial document outlines information to which family and friends may refer in honoring a loved one at Brentsville District High School.

Article I: Eligibility

Any one of the following will make a person eligible for a memoriam at Brentsville:

- 1) Any student who was enrolled at Brentsville High School at the time of his/her passing.
- 2) Any graduate of Brentsville High School within two years of his/her graduation year.

Article II: Memorial Committee

- 1) The committee is voluntary with no set duration of commitment
- 2) The committee consists of a chairperson from the community and two other members, at least one of whom must be staff
- 3) Responsibilities include:
 - a) Respond to family's or friends' request for guidance regarding options or regarding a proposed memoriam (see Article III)
 - b) Communicate with family or friends regarding specifics of memoriam
 - c) Present memoriam recommendations/decisions to the School Advisory Council
 - d) Communicate decision to appropriate people: family, friends, administration, BETA club, etc. so arrangements may be made; coordinate efforts if necessary
 - e) Coordinate the dedication ceremony with family and appropriate school personnel
 - f) Maintain a record of all memorials
 - g) Communicate dedication information to the community as appropriate

Article III: Memoriam options

- 1) **Memorial Garden:** With the family's approval, a stone is made in the student's honor which will be placed in the memorial garden in the front of the school. The stone is engraved with the student's name, birth year, and year of his/her passing. Stones will be removed after 25 years, or earlier at the family's request, and all efforts made to give it to a living relative.
- 2) **Memorial Plaque:** With the family's approval, a name plate is made in the student's honor which will be placed on the memorial plaque hanging in the school. The name plate is engraved with the student's name, birth year, and year of his/her passing. The plaque will hang in the school until 10 years after the death of the last honoree.
- 3) **Memorial Funds/Scholarships:** Memorial/scholarship funds may be set up through the school. Guidelines regarding how funds/scholarships will be allocated must be determined by the family or friends wishing to establish the account in collaboration with the memorial committee. Additionally, information must be given to the principal to address the following contingencies: the funds are depleted, remaining money won't

fulfill a full scholarship, or the family requests the school release the money for another purpose.

- 4) **Individual plaque/memorial:** An individual memorial (e.g., framed memorabilia) may be created by friends or family to be placed in a designated location with approval from the School Advisory Council. The school will maintain the memorial for two years or the honoree's graduation date as determined by the family and memorial committee. At the conclusion of the agreed upon time, the principal will present the family with the memorial.
- 5) **Trees/shrubs/plants:** Any one of these may be planted on school grounds with a stone/plaque with the approval of the School Advisory Council and principal. School and division community members will tend to the tree, shrub, or plant. However, they are not responsible for the longevity of the tree/shrub/plant.
- 6) **Naming school space or field:** These requests must be made to the school board in accordance with Regulation 854-2.
- 7) **Others:** Other options may be presented by the family or friends of the honoree to the memorial committee. However, no option should be acted on without approval from the School Advisory Council. The School Advisory Council reserves the right to define various specifics of these requests related to size, location, duration, etc.

Article IV: **Missing/damaged, removal of, or location change of memorial**

- 1) The principal will notify the family and the School Advisory Council should a memorial be missing or damaged. The principal and memorial committee will work with the family to rectify the situation.
- 2) If a memorial is removed before the delineated date, the principal will notify the School Advisory Council and the family.
- 3) The principal will notify the family and the School Advisory Council if a memorial must be re-located. If possible, the principal will work with the family to determine the new location.

Article V: **Document Approval:**

This document was reviewed by the School Advisory Council and approved on 10/15/24.

Principal's Signature: Katherine Grant