

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### MEMORIALS ON CMCSS PROPERTY

It is the policy of Clarksville-Montgomery County School System (CMCSS) that recommendations for placing a memorial in a CMCSS building or on a CMCSS campus in memory of a deceased former board member; a deceased former CMCSS employee; a deceased former CMCSS volunteer; or a deceased current student be brought to the attention of the Chief Operations Officer for processing and forwarded to the Director of Schools for approval. In order to be approved, board members, employees, and volunteers must have made a significant contribution to the District. Requests must be submitted in writing within one year of the individual's death. Funeral and memorial services are not permitted on CMCSS property. A dedication may be performed in conjunction with an approved memorial per this policy. Any exceptions to this policy must be approved by the Board of Education.

All funds required to establish and maintain a memorial in a CMCSS building or on a CMCSS campus are the responsibility of the requesting party.

Appropriate outdoor memorials include an engraved stone marker that will require no on-going maintenance. Stone markers must be no larger than 12" x 16" and the inscription must be appropriate as determined by CMCSS. In addition, an individual may request an approved tree to be planted next to the stone marker. The location of memorial trees must be coordinated through the Facilities Department in conjunction with this policy.

Appropriate indoor memorials include a forged or engraved plaque no larger than 11" x 14" that includes the name and relevant information about the person being memorialized.

The CMCSS Operations Department will determine the location of all memorials in our schools and on CMCSS property. The memorial's design must blend with the campus/building, and any future maintenance required will be taken into consideration. Memorials may be moved, transplanted, or removed by the District in the event the building is being modified or renovated, if a tree has died, or if its removal is determined to be in the best interest of the District.

Implementing Procedures: None

Associated Documents: FAC-F004 Request for a Memorial on CMCSS Property  
FAC-A006 Naming of Facilities

#### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/22/14	IR	
6/8/15	A	Change "former" to "current" student. Add "inscription must be appropriate as determined by CMCSS".
5/7/18	B	Para. 1: Added, "Funeral and memorial services are not permitted on CMCSS property. A dedication may be performed in conjunction with an approved memorial per this policy".
9/23/19	C	Para. 1: Added "be"; Para. 3 Changed "bigger" to "larger"; Para. 4 "Changed "bigger" to "larger"; Para. 5 Deleted "that".
7/22/24	D	Para. 3: Added "The location of memorial trees must be coordinated through the Facilities Department in conjunction with this policy." Added "FAC-F004 Request for a Memorial on CMCSS Property" and "FAC-A006 Naming of Facilities" to Associated Documents.

**\*\*\* End of Policy \*\*\***