

**PLACING BOOKS IN MEDIA CENTERS IN MEMORY  
OF STAFF'S DECEASED FAMILY MEMBERS**

*Policy Code:* **8250**

---

In recognition of the support which family members provide the staff of Elkin City Schools and in an effort to honor those who have provided that support, it shall be the policy of the Elkin Board of Education that a book shall be placed in the appropriate media center in memory of any immediate family member of the staff upon the death of the relative. Immediate family member shall be defined as husband, wife, daughter, son, father, mother, stepdaughter or stepson. The selection of the book shall be made by the media coordinator of the school to which the staff member is assigned. If the staff member is not assigned to one of the schools, he/she shall select the school where the memorial book shall be placed.

Adopted: April 26, 1993