

## VETERANS' HONORS FUNERAL ASSISTANT COMMUNITY SERVICE POLICY

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### 1.0 Purpose

The Board recognizes the need to facilitate collaboration that will encourage capable young people to assist with the sounding of Taps at military funerals honoring our veterans and, thereby, help them to develop a better understanding of the sacrifices, a respect for the commitment and an appreciation of the privileges that the men and women of the armed services have protected through their service. The purpose of this policy is to increase the number of buglers qualified to sound Taps at military honors funerals of deceased veterans and to develop programs for qualified student volunteers to participate as buglers.

### 2.0 Registry of Qualified Students

A registry of students shall be created by each school's band director/music teacher. The registry shall include: Student's full name and phone number; School name and phone number; Band director/music teacher; School principal. The registry shall be kept on file in participating schools and in the office of the fine arts curriculum specialist. The registry shall be made available upon request to the funeral directors and established veterans' organizations. After providing the appropriate musical training, information on the historical significance and protocol necessary to ensure the integrity of the sounding of Taps, the band director/music teacher shall determine students eligible for the registry.

### 3.0 Credit

The sounding of Taps shall be a co-curricular activity. Participation in the sounding of Taps may be credited toward work-based learning or community service. Students are responsible for verifying that credit is recorded with the appropriate designated person in their school responsible for Community Service/Work-based Learning Credit. Absences incurred through participation in the sounding of Taps shall be considered an excused absence as a school approved co-curricular/extracurricular activity. A student may not accrue more than three (3) absences per school year for sounding of Taps.

### 4.0 Responsibility for Implementation

A central office administrator designated by the Superintendent shall distribute the Veteran's Honors Funeral Assistant Community Service Program Policy to all 6-12 schools. The designated central office administrator shall create a technical support reference file to assist in implementing this policy. A copy of the file shall be kept in the county office, as well as in participating schools. The technical support file may include, but is not limited to, the following: The West Virginia Department of Education Arts Coordinator, nationally recognized veterans' organizations such as Veterans of Foreign Wars, American Legion, Marine Corps League, West Virginia Division of Veterans Affairs, Bugles Across America and other community service organizations that have appropriate information on proper military protocol.

**5.0 Liability**

Student participation in the “Veterans Honors Funeral Assistant Community Service Program” is voluntary. The sounding of Taps for veterans’ funerals is not a school-sponsored event; however, it is considered a community service for which school credit may be awarded. Parent/guardian permission must be obtained in writing for each occurrence in accordance with county board policy. A parent/guardian or student must be responsible for transportation, and this information must be a part of the permission form. The school or the county may not reimburse expenses nor provide an honorarium. In accordance with West Virginia Code § 18-2E-8e(d)(3), the District is not liable for student supervision while absent to participate in the sounding of Taps for veterans’ funerals.

**6.0 Incentive**

Participating schools may consider the following incentives: Presentation of certificates, medals, pins or other appropriate award symbols; Honorarium awarded by agencies other than the school or the County Schools; Public recognition at awards assemblies. A West Virginia Veterans certificate of recognition may be obtained from the West Virginia Division of Veterans Affairs.

**7.0 Review Schedule**

This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

**AUTHORITY:** West Virginia Code §18-2E-8e

**ADOPTED:** 05/27/14

**REVISED:** \_\_\_\_\_