

## **File: FF - POLICY FOR SPECIAL DEDICATIONS OF SCHOOL FACILITIES**

Naming a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name. It is expected that an orderly, announced procedure will lessen the community or factional pressures that so quickly build up when the selection is delayed or seems uncertain.

From time to time the School Committee may choose to recognize outstanding service to the youth of Arlington by dedicating or naming an appropriate area (i.e. playground, library, gymnasium, auditorium etc.) in honor of some exceptional individual(s) who have unselfishly given their time and energy in promoting excellence in education.

At the request of the Superintendent or any individual School Committee member the Chairperson will place a dedication request on the agenda of a regular school committee meeting for discussion and a vote to refer via letter from the Chairperson such request to the Public Memorial Committee for an advisory opinion. The Chairperson will place such a proposal before the Committee as soon as the Committee has sufficient biographical and/or other data available to enable the full Committee to adequately reflect or deliberate a formal motion of dedication. Upon receipt of the Public Memorial Committee's advisory opinion or at least thirty days after the referral to the Public Memorial Committee, whichever is sooner, the Chairperson will again place the request on the agenda for a final vote.

If the School Committee approves a dedication, this will be followed as soon as possible by a formal dedication. The ceremony should encompass a presentation of an official proclamation and the placement of an appropriate plaque to commemorate the individuals' significant contribution to the Arlington Public Schools. A certain sensitivity and common sense must be reflected in the timing of any public recognition.

It is the policy of the School Committee that the names of existing structures or physical spaces under our jurisdiction will not be changed. Historical preservation and respect for our traditions are a key component in honoring our past.

## **File: FF-E - PROCEDURES FOR NAMING NEW SPACES AT ARLINGTON HIGH SCHOOL**

The Arlington School Committee recognizes that it is traditional to designate spaces in school buildings with the names of important members of the educational community. In addition, there are many memorials and honors currently in the building and its surrounding area. This policy is meant to provide guidance and a process for naming and commemorations of new spaces at Arlington High School.

By majority vote and adherence to town bylaws, the School Committee has the authority to name spaces in the new AHS or any facility or property owned by APS. There is a School Committee policy and a Town bylaw that requires the SC to consult with the Town's Public Memorials Committee before naming any space owned by APS.

In order to name common spaces in new and existing APS buildings, the Superintendent will create and convene an Advisory Panel on Naming and Memorials at Arlington High School, with no more than 11 members.

The panel would include a minimum of one representative appointee from each of the following:

1. the Superintendent's Leadership Team
2. the School Committee
3. A school administrator from the school where the space is located,
4. 1-2 staff members from the school where the space is located, and
5. Where appropriate, a student representative from the school where the space is located.

The advisory committee would review the criteria for naming decisions, consult with the Arlington Public Memorials Committee, manage a process for receiving and reviewing proposals, and make recommendations to the school committee about naming and memorials at any and all APS facilities.

### **Charge of the Panel**

The Advisory Panel on Naming and Memorials at Arlington High School recommendations for the 7 major named spaces that will be completed by September 2024, the beginning of Phase 4.

The panel will create an ongoing process for naming additional spaces over time. The panel will create a timeline for naming of spaces rather than naming all spaces at the same time. This will create opportunities for the community to recognize people over time and create opportunities to note and honor each naming.

### **Criteria for Names**

Our purpose is to create an inclusive process and guidelines for making recommendations for naming facilities in the new building in ways that honor the legacy and values of Arlington High School.

As has been past practice, it is our intent to name spaces after members of the Arlington High School Community who have made contributions to the education of students and the mission of Arlington High School. These would include staff, alumni, or Arlington educators.

The criteria allows for naming of spaces after living people, but we recommend that we do not name spaces for people who are critically ill or until 3 years after their passing. This helps to allow for the community to process a death without creating conflict around the naming in the midst of grief.

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## Discussion:

### Timing

It is the recommendation of the AHSBC that the panel and School Committee wait until the conclusion of the building construction in 2024 before making naming decisions for the 7 major spaces in the new facility.

### Primary Spaces to Name (September 2024):

- Phase 1 - February 2022
  - Discourse Lab
  - Auditorium - completed April 4, 2022
- Phase 2 - September 2023
  - Library
- Phase 3 - September 2024
  - Three Gyms
  - Black Box Theater

### Additional Named Spaces (Ongoing)

- Smart Lab
- Immersion Lab
- Maker Shop
- Maker Lab
- Media Lab
- Production Lab
- Classrooms

Recommendation for naming of spaces should come periodically from the Advisory Panel on Naming and Memorials at Arlington High School to the School Committee.

## Other Commemorations

Members of the Arlington community will have the opportunity to include honors or commemorations within the AHS facility. These items may be purchased with a donation to the Friends of Arlington High School Fund.

Option 1: Walk of Fame. Community members may purchase engraved bricks along the walkway through the playing fields. Bricks will cost \$100 each. They must be purchased by October 2024 and will be installed in phase 4. We will donate 200 bricks to student groups.

Option 2: Auditorium Plaques. Community members may purchase engraved plaques that will be inset in the armrests of the new Auditorium. These may be purchased or installed at any time. These will cost \$200 including the cost of engraving.

Friends of Arlington High School - Friends of AHS was formed at the request of the School Council in 2000 with a goal of financially supporting school and classroom-based teacher needs not covered by Arlington Public Schools school budget. Teachers can apply through the principal for funds as long as the funds support the learning needs of students.

## Additional Comments and Programs

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### Memorial Garden

We have collected memorials around the current site and plan to move many of them to the new building. In addition, when there are deaths in the community, there is often a desire to identify a place where students, staff, and community members can go to express their grief and honor those we have lost. Our guidance has recommended that memorials not create triggers for students or create a space full of memorials.

For this reason, guidance recommends that spaces and processes for such commemorations be planned.

The outdoor amphitheater space could be a space to collect these commemorations (e.g., a memorial garden).

### Displays and Installations?

There is money set aside, both in the project and in class gifts, to create different presentations or commemorations. In addition, there are various display spaces around the school. We need to identify those spaces, define their use, and assign the planning and supervision. These include:

- Alumni Hall of Fame
- History of Arlington High School (There are funds set aside for this)
- History of the Spy Ponder?
- Native American Land Acknowledgement
- Athletics history
- Musical history (possible location for Alan Hohavness)