

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. This policy is meant to provide guidance and a process for naming and commemorations of seven new spaces at Arlington High School.

The Arlington School Committee has the authority to name spaces in the new Arlington High School building. The school committee has established a policy to seek an advisory opinion from the Public Memorial Committee prior to any vote to name spaces under the jurisdiction of the school committee. The opening of the new school provides an opportunity to name seven new major spaces, and the school committee seeks to create an open and transparent process for naming these spaces, aligned with existing policy and town bylaws.

In order to name seven new common spaces in Arlington High School, 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, by vote of the school committee.
3. A school administrator from Arlington High School,
4. 1-2 staff members from Arlington High School,
5. An Arlington High School student representative, selected by student government, and
6. A minimum of two community members, by vote of the school committee.

The advisory committee shall review the criteria for naming decisions, consult with the Arlington Public Memorial Committee, manage a process for receiving and reviewing proposals, and make recommendations to the school committee about naming the seven major named spaces at Arlington High School. The seven major named spaces to be named are:

1. Discourse Lab
2. Auditorium
3. Library
4. Black Box Theater
- 5-7. Three Gyms

Charge of the Panel

The Advisory Panel on Naming and Memorials at Arlington High School recommendations for the seven major named spaces shall be completed by September 2024 (the beginning of Phase 4). The Advisory Panel on Naming and Memorials shall dissolve upon the completion of its work.

Criteria for Names

The Arlington School Committee seeks 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.

This 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.

References:

[File: FF - POLICY FOR SPECIAL DEDICATIONS OF SCHOOL FACILITIES](#)

[Title II, Article 4, Bylaws of the Town of Arlington](#)