

## **MEMORIALS AND PLAQUES**

The School Committee acknowledges the usefulness of tasteful and appropriate memorials, plantings, ornaments and plaques in recognizing and illustrating, to past, present and future students, staff, and community members, significant contributions and contributors to the educational and civic enterprise at the local, regional, national and international level.

The Committee, as part of its oversight of physical plant, directs the Superintendent to establish, and review from time to time, criteria and procedures for receiving and reviewing proposals for such items, but reserves to itself the responsibility for final acceptance or rejection of the proposals.

The Committee furthermore reserves the right to cause, without consideration or payment to any donor or donor organization, the removal or modification of memorials, plantings, ornaments and plaques if in its judgment it be in the public interest to do so.

Adopted

November 21, 2011

## MEMORIALS AND PLAQUES

The intent of this regulation is to establish a minimum level of criteria and procedures for receiving and reviewing proposals for the installation of tasteful and appropriate memorials, plantings, ornaments and plaques in facilities that comprise the Weston Public Schools.

In order to be able to consider such proposals, the School Committee requires that prospective donors or donor organizations write a detailed letter fully explaining the rationale or motivation for the proposal as they relate to the educational and civic mission of the schools, the location desired for the installation, and detailed drawings (i.e., more complete than rough sketches) of the proposed item and the surroundings in which it is to be installed. In the specific case of plantings, the explanatory drawings should include the expected future (full growth) as well as the initial appearance of the plantings. Prospective donors and donor organizations shall be furnished a copy of Policy FFA and Regulation FFA-R and shall be asked to acknowledge receipt of same as part of their proposal letter. Generally the Committee prefers that any major donations to the Weston Public Schools be directed to them through established donor organizations. The Committee reserves the right to require an on-site visit with the donor or representatives of donor organizations as part of the review process and to request reasonable additional supporting materials for the proposals.

During the review, the Superintendent will invite the participation of the Principal of the building in which or near which the item is proposed to be installed, as well as that of any other administrator the Superintendent shall determine. The Principal may also invite members of the school staff, School Council, and interested citizens to join the review process. The Superintendent will encourage and give serious consideration to input from all involved in the review process before forming a recommendation for action by the School Committee.

The School Committee, as part of its deliberations on the recommendation of the Superintendent, may elect to invite the donors or representatives of donor organizations to respond to the review process and the Superintendent's recommendation.

Generally memorials, ornaments and plaques are expected to be not only tasteful and appropriate but also made of durable, low- or no-maintenance, and architectural grade materials. The School Committee discourages the donation of items that have the potential of causing significant future operating and maintenance costs. The composition, location and installation of all items must be in compliance with all local and state laws and regulations, in particular as they pertain to public health and safety. In determining the tastefulness and appropriateness of memorials, plantings, ornaments and plaques, the Superintendent will consider size, shape, color, language content, quality of material, format and presentation, and consistency with other similar items already in the schools as well as the relevance of the items to the educational and civic environment of the schools.

In the specific case of plaques to be associated with gifts of equipment, facilities, or funds for facilities, the School Committee will permit installation of plaques in specially designated areas approved by the Committee as allocated to the use of the donor organizations for the purpose of exhibiting names of honorees and major donors in the Weston Public Schools. While the donor organization may determine the names and graphic designs to be exhibited, the Superintendent is charged with approving the language content of plaques and memorials prior to their installation.

Adopted                      November 21, 2011

Cross Reference:    FFA, Memorial and Plaques