

THS INTERIOR WALL ORNAMENTATION POLICY**Topeka High School Historical Society (THSHS) Mission**

The THSHS Mission is to preserve, promote, and enhance the traditions and heritage of Topeka High

THSHS Values

- The THSHS is committed to the appreciation of all aspects of the history of THS and to research, document, maintain, share, and promote that history.
- The THSHS is committed to sustaining the distinction, elegance and appeal of the historical structure of THS and its facilities (internal and external); to preserve and protect the intrinsic beauty of THS, without obscuring, diminishing, devaluing, or unduly modifying it.
- The THSHS is committed to developing its financial resources and judiciously spend them.
- The THSHS is committed to sustaining worthy traditions and memories of time spent at THS.
- The THSHS is committed to cultivating the growth of existing and future students.
- The THSHS is committed to honoring students, faculty, and staff of the past.
- The THSHS is committed to encouraging others to share in these values

Reason for the Policy

The objective of this policy is in direct support of the THSHS Mission and Values to protect the visual historical and traditional appearance of the actual "Halls of Troy." This policy will also support ancillary or exterior aspects of the THS building.

Scope of the Policy

- 1) The primary scope of the policy addresses commemorations (e.g., plaques) upon interior walls and on any exterior walls, fixtures, attachments, environments, plazas etc. outside the building.
- 2) The secondary scope addresses all other adornments upon the walls or fixtures.

Policy background

- The THSHS recognizes the valuable contributions of existing or former staff, faculty, administrators, and students.
- The THSHS understands the desire of interested parties to promote and preserve the legacy of contributors to the history of THS.

- The THSHS has a significant obligation to ensure areas are not overly encumbered with permanent commemoration; that all adornments are tasteful, relevant, and blend with the surroundings; and that the content of a commemoration is appropriate for its surroundings.

Policy Authority

- The USD 501 Board of Education is the ultimate and final local THS authority on any gift to the school or commemoration.
 - The THSHS will collaborate with the THS Principal, while supporting the THSHS Mission, Values, and these Policy Statements. The THSHS can only make recommendations in an advisory capacity.
 - Proper coordination will be made with Facilities Management.
- The THSHS Executive Secretary and the THS Principal will work together to notify and include the Board of Education, disclosing all known details and impacts, upon initiation of a commemoration project or receipt of a gift.
 - The Board of Education must be involved and fully cognizant early in any local THS commemoration project or gift to THS.
 - The Board of Education may exercise their overall district-wide authority to approve a gift and/or the direction to implement or change a gift, project, or commemoration.
- No one may act independently to design and place a plaque or commemoration.
 - Everyone is subject to this Authority and Policy Statements.
 - If someone desires a new commemoration or plaque or to replace or move a plaque, that desire must first be brought before the THSHS Board or the THS Principal.
- When assessing, evaluating, or placing a new or replacing a plaque or commemoration, the THSHS Board will act to protect the THSHS Values and act in accordance with its Mission.

Policy Statements

- ***No new or replaced plaque will be designed or placed unless it is approved and authorized in advance.*** The THSHS has the right and responsibility to reject a plaque for any reason or send the design back for modifications. For example, but not limited to:
 - The plaque may not be inordinately large or out of proportion with the surroundings;
 - Design or color must be consistent with other like commemorations;
 - Plaques may not include stand-alone shelves;
 - Plaques or commemorations may not have any mechanical or electrical movement, including but not limited to no digital or electronic displays, no external highlight lighting, etc.
 - Plaques must be designed to blend seamlessly with the environment and not draw excessive attention or distraction.

- Although the THSHS will consider wishes and reasoning of interested parties, those interested parties must accept that the placement location of a plaque is at the discretion of the THSHS with the approval of THS administration. Commemorative plaques may not necessarily be placed where the interested party desires.
- Commemorations of distinguished staff or athletes are subject to this Policy.
- Painting or marking walls is forbidden.
- Any permanent plaque, commemoration, or display found on the walls that has been placed without the knowledge of the THSHS, Administration, or Facilities Management may be taken down immediately.
- The THSHS has the authority to move existing plaques as they see fit, in accordance with the Mission and Values. Any interested parties may not necessarily be notified in advance.
- Photos and portraits (e.g., those in the Hall of Fame, Hoehner Auditorium, the History of Principals) are to be of size and design consistent with existing items to avoid unequal attention.
- The THSHS could decide to retire a plaque, photo, portrait, etc., i.e., no longer display it. Disposition will be determined by the THSHS with the approval of THS administration.
- Before a plaque is placed, the THSHS should make an effort to put some kind of documentation on the back of the plaque specifying its origination, significance, the date it was placed, etc.

Exceptions

- Plaques, banners, signs, attachments, etc. relating to safety, school or administrative operations, or school or administrative policy are exempted, but the THSHS should be consulted.
- Displays in the Art Gallery are exempted
- Displays or posters teachers or staff use in classrooms or offices are exempted.
- Displays, promotional or historic banners, or plaques of athletic achievement are generally exempted, but the THSHS should be consulted before placement.
- Temporary banners, posters, signs, etc. of student life (elections, sales, events, clubs, school spirit, etc.) are exempted, but they must conform to any school policies and be attached in a fashion that does not damage the walls.
- Temporary posters or signs by teachers or staff are exempted.

Permanent structures

- Facilities management, school administration and THSHS Board will work together on permanent structures e.g., display cases, prior to the development of a structure.