

File: F3

NAMING/RENAMING OF FACILITIES AND MEMORIALS

The School Committee shall have sole authority to name or rename district facilities, which include buildings, athletic fields, stadiums, gymnasiums, libraries, fields, tracks, and multipurpose rooms. The following guidelines shall apply to requests for naming facilities.

1. Procedure

- a. All requests for naming facilities shall be submitted to the district Superintendent at the district office. Requests shall include reasons the facility should be named after the proposed individual, a biography of the individual to be honored, a letter of permission from the family and other information, such as funding and design plans for signage.
- b. Role of School Council
The School Committee directs the Superintendent to forward naming requests to the affected School Council. The School Council shall consider all naming proposals, come up with a reasonable and fair process for evaluation, review and consider all requests, and forward the results of their evaluation to the Facilities Subcommittee of the School Committee for its consideration.
- c. Role of School Committee
The Facilities Subcommittee of the School Committee will then meet to similarly evaluate the proposal requests and forward the results of their evaluation to the School Committee.

2. Criteria for Facility Names

The School Council and School Committee shall seriously consider the following questions when deciding on a naming request:

- a. What is the individual's moral character and contribution to education?
- b. What is the individual's connection to the facility? In order to be meaningful for all, there should be a real or symbolic connection between the individual and the facility.
- c. What is the reaction of the community, based on input from community members, including school staff, PTO members, and other sources?
- d. Is it the right time for the individual to be honored by naming the facility after him or her? For past staff and board members, the Committee should consider whether a sufficient time has passed since employment. For an individual who has passed away, it should consider whether a sufficient time has passed, such as a year, since the individual's death.

3. Signage Plans

The district's facilities department, under the supervision of the Superintendent, must approve all signage design plans for the facility. Final plans, including content and design, will then be submitted to the School Committee for final ratification.

4. Memorials

Requests for placement of permanent memorials on school department property shall be directed to the Superintendent of Schools. The Superintendent will consult with relatives and/or appropriate authorities regarding funding and any future maintenance of any such memorials prior to installation. The Superintendent will also confer with relatives and/or appropriated authorities regarding any problems with or possible removal of any memorial. .

1st reading: Reg SC Mtg 12/16/2015

2nd reading: Org SC Mtg 1/6/2016