

Community Relations

SUBJECT: NAMING AND DEDICATING SCHOOL DISTRICT PROPERTY

The Board of Education is responsible for naming schools and other school facilities. The Board, in its discretion, may establish procedures for the naming of any building or other District property. In selecting a name for any facility, the Board may take into account those persons who have been involved in the planning, construction or renovation of the facility, those who have made significant contributions to benefit the school district or any other relevant considerations. Suitable building plaques or other memorials may be authorized by the Board.

The Board of Education recognizes the importance and benefit of publicly recognizing the outstanding performance and contributions of people associated with our School District. This recognition can take many forms, including a Board resolution or proclamation, a memento awarded to the individual, a plaque affixed to a wall in a hallway of a school building designated as a "Hall of Fame", a plaque or name plate affixed to a District facility (e.g., classroom, laboratory, athletic field, chair in an auditorium, a bench, a brick in a paved area), the dedication of a facility or part of a facility to an individual or individuals, or other form of recognition or tribute deemed suitable by the Board.

This recognition should be for a person or persons who have attained substantial national or local prominence, or who have provided significant benefit to the District such as in the course of his or her employment, volunteer efforts on behalf of the District or other significant contributions to the District. The recognition may be purchased with District funds authorized by the Board, or through funds received by the District from student, community or parent groups or individuals. The Board reserves the right to approve the materials, design and wording of all forms of recognition. The Board also reserves the right to hold a public dedication of any new facilities, renamed facilities, structures, plaques or other form of public recognition. Sufficient notice to the community regarding the date and time of such dedication will be made.

Naming and Dedicating School District Property in Honor of IndividualsQualifying School District Property

A portion of the School District property can be named, renamed, dedicated or rededicated (collectively referred to as "naming") if the property is not presently named or dedicated in honor of or in memory of an individual. One or more of the following conditions must exist for the property to qualify (the naming shall apply only to that portion of the District's property as described in each of the four categories):

- a) Category 1 - Major Enclosed Buildings and Facilities
 1. Construction or acquisition of a new School District building
 2. Refurbishment of an existing School District building or consolidation of multiple existing School District buildings for alternative use
 3. An existing School District building carrying only a numeric designation

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- b) Category 2 - Major Support Facilities and Outdoor Athletic Facilities
 - 1. Significant major addition to, or major construction of, a special use area in an existing School District building (e.g., gymnasium, library)
 - 2. Construction, reconstruction or extensive refurbishment of a major open area outside and contiguous with a School District building, or a substantially non-enclosed facility not directly adjacent to a School District building and not in Category 1 (e.g., athletic track and/or field not within a stadium, a sports stadium and the associated track and/or field)
- c) Category 3 - All Other Outdoor Facilities

Construction, reconstruction or extensive refurbishment of an ancillary facility outside a School District building and not in Category 1 or 2 (e.g., playground)
- d) Category 4 - All Other Property

All other minor School District property not in Categories 1-3 (e.g., a newly planted tree on School District property, name plate on a chair in an auditorium or on a brick in a walkway, name engraved on a wall display, for the specific purpose of dedication as a tribute or memorial to an individual)

Qualifying Individuals

For an individual to qualify, he or she must meet the following criteria:

- a) Category 1 - For the naming of School District property in Category 1, the individual must be recognized nationally or internationally for significant and far-reaching positive contributions in his or her lifetime that have lasting and enduring value to the community in one or more of the areas of Education, the Arts, Science, Medicine, History, Government, Law, Human Rights or Civil Rights.
- b) Category 2 - For the naming of School District property in Category 2, the individual must be recognized District-wide, regionally, state-wide, nationally or internationally, for significant positive contributions in his or her lifetime or in service to the School District that have lasting and enduring value to the community in one or more areas of Education, the Arts, Science, Medicine, History, Government, Law, Human Rights, Civil Rights or Sports.
- c) Category 3 - For the naming of School District property in Category 3, the individual must be recognized community-wide for significant positive contributions in service to the subject or the School District.

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- d) Category 4 - For the naming of School District property in Category 4, there must be some stated contribution, gift or grant to the School District or to a school-related organization to be used for School District purposes.

Procedures

- a) A written request for the naming must be submitted to the President of the Board, accompanied by supporting documentation and narrative to illustrate compliance with the above criteria. Residents and/or employees of the District may nominate a person or persons for recognition by submitting a written proposal to the District Clerk. The request will be forwarded to the Policy Committee for an initial determination of compliance with District naming and dedication criteria. The proposal must include clear justification for the recognition, a specific description of the recognition proposed, the exact wording of any inscriptions, and the materials to be used to fabricate the recognition. Items should be fabricated so they are as maintenance free as possible.
- b) Hypothetical proposals for Categories 1-3 may also be submitted for an advance indication of technical compliance with the aforementioned criteria subject to a Public Hearing, as described below, and final discretionary approval of the Board. Such hypothetical proposals shall be forwarded to the Policy Committee for a determination and an indication to the Board of technical compliance.
- c) The Chairperson of the Policy Committee shall call a meeting within 30 days to review the Category 1-3 requests and supporting documentation. If the Facilities Committee finds that the request substantially meets the required criteria, and, in the judgment of its Committee members, merits recommendation to the Board of Education, it will forward its findings and a rationale for its recommendation.
 - 1. For the naming of School District property falling into Categories 1-3, where the Policy Committee recommends acceptance of the proposal, a resolution shall be prepared for review by the Board, and if acceptable to a majority of the Board, presented to an ad-hoc action team built from one member of public from each standing committee/building-level team/DWC that has a member of public, chosen by that committee/team for additional review, and the Superintendent or the Superintendent's appointed representative. The ad-hoc team will report and recommend to the full Board within one month from the Board's initial vote. Any changes resulting from the ad-hoc action team's recommendation(s) must be approved by a majority vote of the Board.
 - 2. For the naming of school property falling into Category 4, where the Policy Committee recommends acceptance of the proposal, the Board delegates to the Superintendent of Schools the responsibility to review the proposed wording to be used on any tribute or memorial program proposed by a school-related organization.

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- d) Following the conclusion of step 4 for School District property falling into Categories 1-3, depending upon the nature and extent of the naming, if the majority of the Board votes to proceed, the Board may hold one or more Public Hearings prior to the Board's final action.
- e) Any form of recognition to be displayed or placed on, or in, or affixed to, District property requires approval by the Board by majority/quorum vote.
- f) The President of the Board of Education shall communicate in writing a response to the proposed naming to the requesting party.
- g) Any recognition decided upon must be (a) aesthetically pleasing, (b) fit in with the design of the building, campus, or facility, and (c) low maintenance. The design, materials and wording for the plaque or name plate commemorating the naming of property in Categories 1-4 shall be subject to approval by the Board of Education by majority vote, and shall be affixed by the School District at, in, or near the property dedicated, as it deems appropriate in its sole discretion.
- h) Costs related to approved namings in Categories 1-4 shall not be borne by the School District.

Adoption Date 01/04/2023