

NAMING AND DEDICATING SCHOOL PROPERTY

Purpose

The purpose of this policy is to provide a framework for the special dedication of buildings, space(s) within a school building, or other facilities on school property.

General Statement of Policy

From time to time, the school board may choose to recognize outstanding service to the learning community by dedicating or naming an appropriate area (i.e., playground, library, gymnasium, auditorium, athletic field, etc.) in honor of an individual. Naming of spaces within a school building, or other areas on school property is a means of honoring persons who have made significant, lasting contributions to the students, staff, and community of the school district. The school board reserves the right and authority to approve the spaces within a school building, or other areas on school district property. In fulfilling this responsibility, the school board shall carefully consider and respect community recommendations in the naming process. The superintendent, in conjunction with the building administrators, will implement the procedures established by the board.

Guidelines and Criteria

- a. Recognized contributions and service for one who has:
 - i. Made significant, lasting contributions that are consistent with the educational mission of the school district, to the students, faculty, staff, or community
 - ii. Made a contribution commensurately related to the building, space, or facility proposed for naming
- b. The honoree or the honoree's family shall be consulted prior to submission of a petition to evaluate their support for the proposed recognition.
- c. School buildings, spaces within school buildings, or other facilities on school property generally should not be re-named or re-dedicated once they have been dedicated to an honoree. However, the school board shall have the right to rescind or rename a space as it deems appropriate.
- d. Honorees may not be an employee of the school district at the time of school board approval of the dedication or naming.

Procedures

- a. Proposals or petition to name a space within a building or other school facility may be made by faculty, staff, students, parents, or community members. Nominations will be submitted in writing to the



- superintendent or to the school board chairperson at least four (4) months in advance of the naming of the space or facility.
- b. Any request shall be placed on the school board agenda of a regular school board meeting for discussion and consideration. The school board will allow for dedicated time for public comment on the recommendation. A unanimous vote by the full school board is required to approve the naming or dedication.

Adopted 2014

