

NAMING OF SCHOOLS

- A. Purpose and Scope** To provide a procedure and guidance for naming schools, individual buildings and facilities.
- B. General** When a school, individual building or facility is to be named, the Superintendent shall appoint a screening committee.
- C. Forms Used and Additional References**
N/A
- D. Procedure**

- 1. Screening Committee

The Superintendent shall appoint a screening committee that will be comprised of the Superintendent, or his representative, as chairperson, a principal, and at least five other community members-citizens and students, two of whom are to be recommended by the Board of Education.

For purposes of naming individual buildings or facilities, multiple committees may be operating at the same time.

- 2. Notification of Name Submission

The Screening Committee shall publicly notice, not less than thirty (30) days prior to making its final recommendation to the Board, its intent to accept names for schools, individual buildings or facilities by having submission requirements and criteria published in a local newspaper of general circulation, and by posting the same at two (minimum) public locations (for instance, the public library, City Hall, or School District main office).

Such notification shall state the following:

- a. The purpose of the notification
- b. The criteria by which the names will be reviewed and considered
- c. The date and time by which names are to be submitted
- d. The address to which the submissions are to be delivered
- e. The date, time, and location of the Board meeting at which the committee's recommendation will be presented for Board consideration

3. Committee Recommendation

The Screening Committee shall review the submitted names and letters, and using the selection criteria, reach consensus and make recommendations to the Board at a regularly scheduled public meeting for the Board's consideration.

Any names not approved by the Board may be resubmitted for consideration during the next school, individual building or facility naming process.

5. Approval of Names

The Board of Education will make the final determination of the name of schools, individual buildings or facilities.

E. Reports Required

A letter that explains the attributes of the name being submitted must accompany each submitted name. The Screening Committee shall submit a report to the Board with their recommendation for the Board's consideration.

F. Record Retention

All letters submitted suggesting names and the Screening Committee's report shall be retained for a period of two years

G. Responsible Administrative Unit

Business Services

H. Approved By Assistant Superintendent for Business Services