

**Maryville City Schools**  
**Administrative Procedure 3.210**  
**Naming of Facilities**

Schools, buildings, facilities, or function areas in the Maryville City School District shall be named after geographic areas in which the schools, buildings, or facilities are sited, after persons, including historical figures, who have made outstanding contributions to society at the national, state, or local level, landmarks or academic- educational functions.

**Naming School Facilities in Honor of a Person** - The desire to name or rename a school facility may arise within the school community or from the greater community. Sometimes, students, staff, or the community wishes to honor school personnel or other persons for their service to education by giving their names to schools, buildings, or other facilities. School sites may wish to honor the memory of students or staff by giving their names to lawn areas, trees, and/or other types of landscape memorials. The Board of Education considers the naming of a school facility to be of such importance to the district that it requires an appropriate opportunity for public input and careful consideration of all possible names.

Prior to official action naming schools, buildings, facilities or function areas, efforts must be made to ensure that:

1. all persons who have made contributions to society or to the district are considered;
2. the proposed name, whether a geographic or individual name, will have significant meaning for future generations of the Maryville City School District community; and
3. the proposed name is not associated with any misconduct, scandal or controversy that would cause or tend to cause a loss of esteem, credibility, or repute on the part of the school site in particular or the district in general.

**Community Committee** - Upon recommendation of the Director of Schools, the Board of Education shall appoint a committee, pursuant to regulations developed by the Director of Schools, to make a recommendation to the Board concerning the naming of a school, building, or facility.

For an entire school campus or a building on such campus, the Director of Schools shall recommend a committee of not less than five persons reflecting the diverse interests inside and outside the school concerned with naming or renaming a school facility.

All decisions regarding naming of district-owned facilities are the decision of the Board of Education based on a recommendation by the Director of Schools.