

**Milford School District
Milford, Delaware 19963**

Policy 3107

NAMING OF SCHOOL FACILITIES

A. Purpose

To establish an equitable process by which the Board of Education can assume its responsibility for naming or renaming school facilities. In addition, naming in this policy also refers to placing a plaque, planting a tree, or placing any other symbol or object that names or honors an individual, group, or entity of any kind on district-owned property.

B. Policy

It is the responsibility of the School Board to select names of all schools and facilities. In fulfilling this responsibility, the School Board shall carefully consider and respect community recommendations in the naming process. The School Board shall also have the responsibility to authorize naming rights for portions of school facilities in order to provide recognition for private or corporate entities that make an exceptional contribution or significant financial contribution to benefit the District.

C. New Schools

Before a new school is opened, the Superintendent shall recommend the appointment of a committee for the purpose of naming a school within the Milford School District.

- a. The committee shall be charged with the responsibility of proposing three (3) school names to be presented to the School Board, who will make the final choice.
- b. The committee membership shall consist of a minimum of three (3) community members who live in the area, in which the site is located, two (2) students, two (2) staff members, and one (1) district administrator.
- c. The committee is encouraged in the naming of schools to use historical figures, the history, general location or features of the area, or goals of the school. Names of existing schools or combinations thereof shall not be used except in those cases where existing schools are being discontinued as public schools.
- d. If a geographic name is not appropriate, schools may be named for distinguished persons, retired, who have made an outstanding contribution to the community, county, state, or nation. The person's name should be widely known and easily recognized.

D. Existing Schools and Related School Facilities.

The School Board may name or rename a school and/or other facilities for a variety of reasons, including its use for a new purpose or the desire to recognize contributions to the School District.

- a. *Schools.* The renaming of schools shall follow the same requirements of *Ancillary Facilities*. A committee of at least one (1) department head and six (6) other stakeholders shall make a recommendation to the Superintendent.
- b. *Buildings.* The naming or renaming of any building in honor of a person, living or deceased, as a result of a private gift or other significant non-financial or financial contribution, must be approved by the Milford School District Board of Education.
- c. *Components of Facilities.* The Milford School Board may name significant building components, including classrooms, media centers, athletic fields, conference rooms, common areas and other components which are part of a building or site.
- d. *Financial Contributions.* The Milford School Board may vote to recognize exceptional or significant non-financial or financial contributions of private individuals or corporate entities. Such naming shall specify any donor request by private individuals or corporate entities for a specific name and shall be reported to the Board as an information item.

ADOPTED: 8/18/14; 10/16/23