

GREATER LOWELL TECHNICAL SCHOOL DISTRICT POLICY

NAMING OF EDUCATION-RELATED FACILITIES

- I. The selection of an education-related facility namesake is intended to be the highest honor bestowed upon an individual who has made an everlasting impact in the Greater Lowell Technical High School community. The School Committee shall establish the criteria and process of selection to honor educators, students, and community leaders of the highest character.

The School Committee shall establish a School Naming Committee to review nominations and recommend names for unnamed School District facilities or portions of facilities. The recommendations of the School Naming Committee shall be forwarded to the School Committee for approval by majority vote of the School Committee.

- II. The School Naming Committee will be comprised of nine diverse members. The School Naming Committee chair and two additional School Committee members will be appointed by the School Committee chair. In addition, the superintendent will appoint six members to serve on the committee to include one administrator, one teacher, one retired administrator, one retired teacher, one parent representative, and one alumnus.

School Naming Committee members will be appointed for three-year staggered terms and may not serve more than two consecutive terms. Initial appointment terms will be as follows:

Appointed by School Committee Chair

- School Committee Member to serve as Naming Committee Chair 3 years
- School Committee Member 2 years
- School Committee Member 1 year

Appointed by Superintendent

- Parent, Alumnus 3 years
- Retired Administrator and Teacher 2 years
- Current Administrator and Teacher 1 year

All School Naming Committee members will attend meetings when facilities or portions of facilities are to be named or the member's name may be referred for replacement.

The committee is required to function under the Massachusetts Open Meeting Law.

- III. The School Naming Committee will use, but not be limited to, the following guidelines when considering names for facilities:

A. Names of distinguished citizens or former District employees may be considered to honor or memorialize an individual in "extraordinary circumstances" which may be defined as including, but not limited to:

1. Loss of life in the performance of service to benefit or support the Greater Lowell Technical High School District.

2. Individual actions that are determined to be beyond the customary expectation that result in extraordinary benefit to the Greater Lowell Technical School District students, staff, and community members.
- B. Names of District personnel will not be considered while actively employed either full-time, part-time, or as a consultant to the Greater Lowell Technical High School District, or for two years from the last day of employment.
 - C. Names of School Committee members may not be considered while actively serving on the School Committee, or for two years from the last day of service as a Greater Lowell Technical School Committee member.
 - D. A facility name will not be recommended if an existing Greater Lowell Technical High School facility or portion of a Greater Lowell Technical High School facility has already been named for the nominee, unless the nominee requests rescinding the previously named portion of facility prior to acceptance of the new school or new facility namesake honor.
 - E. Names of elected officials will not be considered while they are actively serving in public office, or for two years from the last day of service in public office.
- IV. Facility naming categories are established as follows:
- A. Portions of school facilities, which include libraries, athletic fields, multipurpose rooms, theaters, etc., may be named for former District employees, School Committee members, or citizens who have made specific contributions to education to Greater Lowell Technical High School through their support of education and their ethical private and professional behaviors.
 - B. Non-school facilities such as storage buildings, maintenance facilities, concession stands, etc. may be named for outstanding individuals who have made an exceptional contribution in the advancement of education at Greater Lowell Technical High School and have consistently demonstrated positive moral character.
- V. Nominations shall be made by completing the approved Facility Naming Nomination form using the criteria listed below:
- A. The School Naming Committee will develop appropriate nomination forms which will reflect the criteria established for naming opportunities.
 - B. Nomination forms shall be accepted annually during the month of September. The completed form shall be submitted to the attention of the Superintendent-Director and received each year between September 1st and September 30th. Incomplete forms will be returned and will not be accepted for consideration.
 - C. The sponsoring party must complete the school district's Facility Naming Nomination form, which must provide appropriate biographical data; education, civic, or humanitarian contributions of the nominee; and the site location the nominator is requesting.
 - D. Members of the School Naming Committee shall review the file for each nomination and utilize a format for rating nominations based on the criteria for naming selection specified in Sections III and IV. The committee shall establish a process to score the applications and to announce the finalists for further consideration.

- E. Committee members will select, through a nomination and a 3/4ths majority vote requiring 7 of 9 voting members, the recommended names of the facility to be forwarded to the School Committee for final approval.
- F. Nominations shall be limited to one proposed site location per annual naming cycle. Namesake nominations not selected by the School Naming Committee may be resubmitted for future consideration for another site.
- G. The School Committee is the only grantor of an exception to these criteria through the policy amendment process.

VI. Rescinding the Name of a District Facility

- A. The Greater Lowell Technical School District recognizes that the official name selected for an educational facility is a vital factor in the public image of the school system. The honor and integrity of the name selected reflects upon both the District and the educational facility. With these concerns in mind, the School Committee may consider action to rescind an approved name of an educational facility.
- B. Rescinding the name of an educational facility shall occur only under extraordinary circumstances and after thorough study.
- C. Sufficient cause to rescind the name of an educational facility or portion thereof exists when, as determined by the School Committee, the individual, corporation, foundation, association, or entity for which the school or a portion thereof is named has been convicted of a felony, a crime involving moral turpitude, or participated in any other disreputable behavior which would have a negative reflection or would bring discredit upon District students or staff.
- D. A 2/3rds vote of the School Committee is required to rescind the name of a facility or portion of facility.
- E. If the School Committee rescinds a name that has been assigned to a District facility, the School Naming Committee will convene without delay so the facility can be renamed in accordance with Sections III and IV of this policy.