Holbrook Public Schools

NAMING DISTRICT SCHOOLS, FACILITIES AND GROUNDS

Naming a school, facilities and grounds is an important matter that deserves thoughtful attention. The purpose of this policy is to establish criteria and procedure for naming the Holbrook Public Schools and its property. The School Committee maintains sole discretion and authority for approval of all naming structures, signs, equipment, wall displays, rooms, fields, academic wings, cafeterias, gymnasiums, auditoriums and other owned, operated or controlled areas by the Holbrook Public School District. This policy covers the naming of any permanent entity on school property and the School Committee reserves the right to remove or change such permanent entity. Naming will be limited to no more than two entities per school year.

Names and/or wording associated with school facilities shall be consistent with school district policies and promote messages aligned with the mission, vision, and goals of the school district. To the extent possible, names and/or wording should be designed not to restrict the use of a space or inhibit changing the function of the space should that become necessary in the future.

Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name.

In naming areas of the School, the School Committee shall consider:

- Community recommendations including parents and students;
- Historical figures, history, goals of school, physical locations; geographical areas; distinguished local, state, and national leaders;
- National Public Figure who represents a core value of the district;
- Naming a particular area in conjunction with an approved generous financial or other contribution from a donor;
- Individuals/entity who have made significant sacrifice to the community of Holbrook;
- Individuals/entity who have made lengthy and/or exemplary service to the students of Holbrook;
- Distinguished long-term service and/or significant financial contribution for the meaningful betterment of the Holbrook Public Schools for the benefit of its students; or
- Achievements of distinguished alumni.

Suggestions or nominations for naming shall be submitted in writing to the District Office and include the reason for the request, the specific details regarding the individual or entity to be honored, the area of the school to be considered for naming, and any other information deemed pertinent to the specific situation. Those submitting nominations must identify themselves and their relationship to the nominee. Suggestions may be accepted from Holbrook School Committee members, School Councils, parent groups, or community groups in the Town of Holbrook.

All naming requests will be forwarded to a subcommittee of the School Committee to study the request and return to the School Committee with a recommendation. The School Committee may

also consider alternative ways to honor the request of the nominator if that is deemed appropriate. This may include naming a different entity than originally requested. The subcommittee will meet to review the nomination and all related information. The subcommittee may solicit public feedback on the proposal and will ultimately vote on a recommendation to be forwarded to the School Committee. In addition to the nomination and accompanying materials, the subcommittee is expected to provide a rationale for its final recommendation. An offer of a financial contribution to the School District may accompany the naming request, but the School Committee is not obligated to accept or reject a name based upon financial considerations alone. Philanthropic contributions in support of the School District are encouraged by the School Committee. The School Committee may acknowledge generous donors by designating appropriate spaces within the School District's facilities consistent with the level of financial commitment.

The School Committee shall receive the recommendation of the subcommittee in an open session. The announcement of the subcommittee recommendation or the School Committee's recommendation shall be made at a regular meeting. Once a nomination is accepted by the school committee, those submitting the nomination should be prepared to assist the school department in offsetting the cost of signage, plaques, etc.

The final name and/or other wording shall be given final approval by a vote of the School Committee.

The School Committee reserves the right, as its sole discretion, to terminate an approved name should it feel it is necessary to do so to avoid the District of Holbrook being brought into disrepute.

Source: MASC

Adopted: September 5, 2007
Amended: May 30, 2019, November 15, 2023, June 12, 2025