



Capital School District

Board of Education Policy

Section: Home, School and Community
Title: Memorial Guidelines/ Senator Hall of Fame/DHS Athletic Hall of Fame
Policy #: 400-03
Date Approved: 07/22/20
Date Revised: 07/08/20

Purpose:

To promulgate guidelines for nomination of individuals in naming or renaming school facilities, the Senators Hall of Fame, and the Dover High School Athletic Hall of Fame.

MEMORIAL GUIDELINESS AND SENATOR HALL OF FAME
COMMITTEE FOR THE NAMING/RENAMING OF LOCATIONS IN AND AROUND
BUILDINGS AND GROUNDS AND THE HONORING OF PERSONS WHO HAVE
RENDERED THE HIGHEST DEDICATION TO PAST, PRESENT, AND FUTURE STUDENTS
OF THE DISTRICT

Operating Procedures and Rules of Eligibility

1. Buildings, libraries, playgrounds, rooms, athletic fields, gymnasiums, auditoriums, are examples of locations which may be considered for naming or renaming.
2. Location of Senator Hall of Fame plaques should reflect the location where the individual made the greatest impact to the District and its past, present, and future students.

Eligibility Requirements

1. Highest consideration shall be given to honoring persons who have rendered to the District extensive and exceptional service. (The service should go well beyond the duties and responsibilities of the profession and be of prolonged duration demonstrating sincere and continuing interest in the District and its people.)
2. Persons living or dead who have given the service described above shall be eligible for consideration.
3. Persons incumbent in elective political office shall not be eligible for consideration.

Selection Process

1. A form will be made available from the Superintendent's Office for use in nominating persons for consideration by the Board. The Board will annually review requests and determine if the request is deemed appropriate to move forward as follows:
 - a. The Review Committee ("the Committee") shall be appointed by the Board and consist of one building level and one central office administrator, one faculty member, a member of the parent teacher association/organization, three non- District employees who reside in the District, and if

the naming/renaming affects Dover High School, the President of the Dover High Alumni Association or his/her designee.

- b. Applications will be forwarded to the Committee; however, in the event of a large number of requests, the Committee has the discretion to limit the number of applications it reviews and those applications not given consideration shall be kept on file and considered for the following year. After two years of non-consideration, the nominator will need to resubmit his/her nomination.
2. Nominators will provide the information requested on the form, and may be asked by the committee to provide additional supporting documentation.
3. The Committee will conduct a minimum of three meetings with at least two meetings to allow public discussion of the renaming request and/or Hall of Fame plaque request.
 - a. Members of the public unable to attend these meetings may provide a written statement for the record no later than 7 calendar days after the last public meeting date. This statement can be delivered to the District office to the attention of the chair of the Committee.
 - b. These meetings may include more than one nominee being considered by the Committee.
4. The Committee will review the application(s) and public comment and will present findings and a recommendation to the Superintendent for transmittal to the Board.
5. The Board will consider the recommendation as part of the regular agenda following submission of the Committee's findings to the Superintendent.
6. In the event of a name change, schools/departments will submit to the Superintendent plans for implementation of name change, including timeline, activities, and events associated with the name change and list of committees and/or groups involved.
7. In the event of a Hall of Fame selection, the Superintendent will provide the timeline for the activities and events associated with the placement of the plaque.

DOVER HIGH SCHOOL ATHLETIC HALL OF FAME

Purpose:

The purpose of the Dover High School Athletic Hall of Fame is to acknowledge and pay tribute to those athletes, coaches, and/or other significant contributors who excelled in their respective sports or coaching/support roles. These individuals will be recognized for bringing honor, distinction and excellence to Dover High School by their conduct on and off the field, or court, of competition. This recognition will establish and facilitate a sense of spirit, pride, and athletic tradition at Dover High School.

Eligibility:

Athletes are eligible for nomination 10 years after their class's graduation. The nominee must be in "good standing" as determined by the Board Members. Athletes must have competed in a DHS-sanctioned varsity sport and must have excelled in that sport. Individual and team accomplishments will be taken into account as well as the impact on teams and the overall DHS athletic program during their era and accomplishments thereafter.

Nomination is also open to coaches and other supporters who participated with distinction and/or made significant contributions to athletics at DHS as evidenced by the success of their teams or undeniable impact on their student-athletes. Coaches and supporters would be eligible for nomination five years after leaving Dover High School. Coaches and other supports must also be considered in “good standing” by the Board Members.

Nomination Process:

A candidate may be nominated for Hall of Fame membership by any member of the community. Formal nomination shall be made using the nomination form designated for such purpose and will be available to the public. The nomination form must be received by the athletic department by March 1st. Application packets will be sent to the nominee by the athletic department. All applications will remain confidential, to be shared by the HOF Board only. Information relating to a nominee’s career statistics, records, achievements, etc. must be supported by accompanying documentation or sources cited so that information may be verified independently. All application packets from the nominee must be received by the athletic department by May 1st of the nominating year, in order to be considered for induction into the fall class. Both the nomination form and the application packet will be available through the athletic department or on the senatorssports.com web site.

Once designated as an eligible nominee, a candidate who is not elected shall automatically be reconsidered annually for five years. After five years, the person may be re-nominated at any time. The Chairman will notify any nominator and their nominee in writing if not selected.

Board Members of Dover High School Hall of Fame:

The Dover High School HOF Board Members will be comprised of people from the following list:

- The DHS Athletic Director, who shall serve as a standing Board Member and will appoint a Chairperson
- DHS Building Administrator
- Retired DHS Administrator
- DHS Athletic Booster Club Member
- Current DHS athletic coaches (male and female coach voted on by peers)
- Retired or former DHS Coach
- Current DHS faculty member
- Retired DHS faculty member
- Local business owner/community leader
- Current Capital School District Board of Education member

All Board Members shall be appointed by the DHS Athletic Director and shall serve an initial two year term. If for some reason the DHS Athletic Director is unable to fulfill this role, the current Dover High School building Principal will assume this responsibility.

All Board Members shall be appointed by the DHS Athletic Director and/ or Principal, and shall serve an initial two year term. At any time, there shall be no fewer than 5 members and no more than 12 members. All members may be re-appointed for two year terms by the Athletic Director and/or Principal at the conclusion of their initial term. The DHS Athletic Director and/or Principal may appoint new members at his/her discretion.

Election Process:

The Board Members will meet at a time determined by the Chairman in order to nominate, review and elect candidates. The quorum for any meeting at which election of candidates shall take place will be a majority of members. Background information on each nominee should be distributed to Board Members prior to the meeting and members should familiarize themselves with the nominees prior to voting. Each Board member shall have one vote and all votes shall carry equal weight. In order to gain election, a candidate is required to receive a number of votes equal to 75% of the members present at the meeting. Candidates shall be discussed in alphabetical or chronological order as designated by the Chairman.

The outcome of the verbal vote will be shared with the Board Members only. If, in the opinion of the Board Members (as evidenced by failure to obtain the 75% threshold as described above), no candidate nominated in a particular year is worthy of election to the HOF, so be it: it is not necessary to induct new members each year. At the same time, there shall be no limit on the number of members who may gain admission in a given year.

Induction Ceremony:

The induction ceremony shall be at a time and place designated by the Board. The ceremony may consist of a banquet or dinner for the inductees and their families and which shall be open to the public. A fee may be associated with attending this banquet for the public, based on the financial status each year.

Awards:

At the ceremony, each inductee will be awarded a plaque that is an exact replica to the plaque that will be displayed in the designated HOF area in the Dover High School athletics wing.

Submission Form Naming/Renaming School Facilities

To: Committee for the Naming/Renaming of-School Facilities

Fr: Name/Contact Person _____

Address _____

Telephone _____

Date: _____

Subject: Recommendation of an Individual for Consideration by the Committee

I/we recommend the Committee consider _____

(Name of the individual)

As deserving of the honor of having an area Location within and around one of Capital School District's Buildings or Grounds bear his/her name. I/We would further suggest this person's name as appropriate for use on the

(name of building, library, auditorium, room, gymnasium, athletic field, playground or other area.)
at _____

(Name of school or facility)

The following are appended to this recommendation:

☐ A summary of the nominee's contributions and services to the District.

☐ A biographical sketch of the nominee.

☐ My/Our statement in support of this recommendation.

☐ I/We shall be glad to appear before the committee and to collect and assemble additional information should the committee so request.

Signature

Signature

Date

Submission Form Naming to the Senators Hall of Fame

To: Committee for the Senators Hall of Fame

Fr: Name/Contact Person _____

Address _____

Telephone _____

Date: _____

Subj: Recommendation of an Individual for Consideration

I/we recommend the Committee consider: _____

(Name of the individual)

As deserving of the honor of the Senators Hall of Fame. I/We would further suggest this person's name be entered in the Senators Hall of Fame in:

_____ (i.e. building, library,
auditorium, room, gymnasium, athletic field, playground or other area)

At _____
(Name of School or Facility)

The following are appended to this recommendation:

- ☐ A summary of the nominee's contributions and services to the District.
- ☐ A biographical sketch of the nominee.
- ☐ My/Our statement in support of this recommendation.
- ☐ I/We shall be glad to appear before the Committee and to collect and assemble additional information should the Committee so request.

Signature

Signature

Date

Submission Form Naming to the Dover High School Athletic Hall of Fame

(Must be submitted to the Dover High School Athletic Department by March 1st of any given year)

To: Committee for the Dover High School Athletic Hall of Fame

Fr: Name/Contact Person _____

Address _____

Telephone _____

Date: _____

Subj: Recommendation of an Individual for Consideration

I/we recommend the Committee consider: _____ as deserving of the
(Name of the individual)

Honor to be inducted into the Dover High School Athletic Hall of Fame

Individual nominated must be willing to submit information relating to nominee's career statistics, records, achievements, etc. which must be supported by accompanying documentation or sources cited so that information may be verified independently. All application packets from the nominee must be received by the athletic department by May 1st of the nominating year, in order to be considered for induction into the fall class.

The following is/are appended to this recommendation as part of this recommendation:

☐ My/Our statement in support of this recommendation.

☐ I/We shall be glad to appear before the Committee

Signature

Signature

Date

Date