KNOX COUNTY SCHOOLS

NAMING FACILITIES NOMINATION FORM

DIRECTIONS: Please complete all requirements and portions of this form that relate to your nomination. Only one name is accepted per form submission. Partially completed forms will not be considered.

NOMINATED NAME IS SUBMITTED BY: _____

ADDRESS: _____

PHONE NUMBER: _____ DATE OF NOMINATION: _____

EMAIL: _____

NOMINATION

NOMINATED NAME: _____

FACILITY RECOMMENDED FOR NAMING: _____

_____

DIRECTIONS: Please complete the following section if the nominated name relates to a person.

1. How many years has the nominated person lived in Knox County? _____
2. Did the person graduate from a Knox County school? ☐ Yes ☐ No

   If so, what year? _____
3. How many years has the person served Knox County Schools as a staff member or volunteer? _____ or N/A ☐
4. How has the person made a significant contribution to the district? _____

   _____

   _____

   _____
5. How has the person represented the virtues or characteristics as a role model to students, staff, and the community? _____

   _____

   _____

   _____

6. How has the person made a significant contribution to public education?_____

_____

_____

_____

7. How has the person made a substantial contribution to his or her field of endeavor or to society in general?_____

_____

_____

_____

8. How has the person exemplified scholarship, creativity, leadership or humanitarian and public service? _____

_____

_____

_____

DIRECTIONS: Please complete the following section if the nominated name represents an event, place, or geographic location:

1. What is the significance of the nominated name to Knox County Schools and the Knox County community? _____

_____

_____

_____

2. How does the nominated name exemplify the values of Knox County Schools and the Knox County community?_____

_____

_____

_____

ATTACHMENTS:

- **Required:** If you have nominated a person's name, please include a written and signed release from the nominated person, or the most closely associated family representative to the nominated person (e.g., spouse, parent, children, or sibling).
- **Required**: Please include contact information for the nominated person or the most closely associated family representative.
- **Required:** Please attach any and all research that supports the name that you have nominated for consideration, including picture(s).
- **Required:** Three (3) letters of recommendation.
- **Suggested:** Additional letters of recommendation are welcome, but not required.

This form, along with all attachments, should be mailed or delivered to:

Knox County Board of Education
Naming Facilities Committee
P.O. Box 2188
Knoxville, TN 37902-2188

Reference: Knox County Board of Education F-140 "Naming Facilities"

Note: Names may be submitted at any time. The Naming Facilities Committee shall convene within a reasonable period of time following receipt of nomination and submission of all required documents. The Committee recommendation will be submitted to the Knox County Board of Education for consideration as part of the regular session agenda process.

ACKNOWLEDGEMENT

I acknowledge that I have reviewed Knox County Board of Education Policy F-140, have submitted the Naming Facilities Nomination Form with all required documentation and confirm that, to the best of my knowledge and belief, all information provided is true and correct.

Signature _____ ***Date***_____

For questions, please contact the Board of Education office at (865) 594-1630 or by email at board.office@knoxschools.org.

For Use by Naming Facilities Committee only

Principal acknowledgement and confirmation of review of documentation, research and input.

Signature_____ **Date**_____

Superintendent acknowledgement and confirmation of review of documentation, research and input.

Signature_____ **Date**_____

Statement of Nondiscrimination: In accordance with Public Law 101-336 and 42 U.S.C. § 12101, Knox County Board of Education does not discriminate on the basis of race, color, creed, religion, national origin, sex or disabilities in providing education services, activities, and programs, including vocational programs, in accordance with Title IV of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973.

NAMING FACILITIES GUIDELINES

The Knox County Board of Education shall have complete authority and responsibility for the naming of district facilities.

The term “facility” shall refer to a new or existing school or district-wide complex owned and operated by the district. The term “portion of a facility” shall include a building, library, media center, auditorium, performing arts center, gymnasium, athletic field, or other portion of a school support complex or property owned and/or operated by the district. A portion of a facility shall not include individual classrooms.

The following guidelines shall govern the permanent naming or renaming of new or existing district-owned facilities or portions of facilities. A facility or portion of a facility may be named for a person, in honor of a history event or place, a distinctive geographic location, or for a major donor.

The Board shall consider naming a facility or a portion of a facility for a person, historic event or place, geographic location, or major donor who meets one or more of the following criteria:

1. The person has made or is making significant contributions to the district and represents virtues or characteristics that serve as a role model to students, staff, and the community.

2. The person has made or is making significant contributions to public education and has a significant connection to the district as a student, an alumnus, a staff member, an administrator, a donor, or a supporter.

3. The person has made substantial contributions or his or her field of endeavor or to society in general.

4. A name may be reused for facility naming purposes in the event a facility is consolidated or demolished.

5. A facility named for a historic event shall have major significance to the district, geographic area, state of Tennessee, or our nation.

6. Extensive research shall be conducted on a proposed honoree before a final decision is made regarding naming a facility or portion of a facility for a person.

Recommendation Process for Naming Facilities or a Portion of Facilities

The Board may request the Superintendent to solicit names for a specific facility and direct the Superintendent to form a committee for the purpose of proposing a name. Names may also be submitted by the public directly to the attention of the Board of Education Naming Facilities Committee.

Naming Facilities Committee

Nominations shall be made in writing on a form provided by the district within the designated time frames established by the Naming Facilities Committee and only accepted for the facilities or portion of facilities of which the names are being solicited.

The Naming Facilities Committee shall be comprised of three (3) members of the Knox County Board of Education appointed annually by the Board Chair.

Specific Criteria and Selection Process

The Naming Facilities Committee shall consider the following in making recommendations to the Board for the naming of any facility or portion of a facility:

1. Whether the nominee reflects direct and substantial association and achievement of extraordinary and lasting distinction (e.g., an individual's scholarship, creativity, leadership, and humanitarian and public service).

2. If a nominee has served the district:

    a. The length of years of service.

    b. The contributions, both subjective and objective, to the district. Emphasis shall be given to the quality as well as the quantity of benefits and value derived by the district as a direct result of the nominee's contributions.

3. Weight may be given to an individual who gained distinction in the area or areas related to the usage of the facility.

The committee's responsibility shall be to review all submitted names and supporting documentation and conduct background research to determine whether the names meet the requirements of this policy. The district and school administration shall also review all documentation, research, and input to determine whether it is in the best interest of the district to consider a name. If a name is selected by the committee, the name shall be submitted to the Board of Education for consideration.

Selected names shall be recommended to the Board through decision-making consensus. Decision-making consensus is defined as the apparent preference after each committee member has had an opportunity to participate in the discussion, and then the committee members shall decide whether they can support the name as a recommendation to the Board. The committee chair shall declare the consensus of the committee for each name selected and recommended to the Board. A selected name may be tabled or dismissed for further consideration based on the declared consensus of the committee.

Timing

Nominations may be submitted to the committee at any time, but consideration by the Board shall happen as part of the regular session agenda process. Names submitted in an untimely manner may be considered in future years.

Recommendation Process for Programmatic Renaming

A facility or portion of a facility may be renamed based on a programmatic change if the new name would not affect the namesake of the facility or the portion of the facility. This type of name change would only require the recommendation of the Superintendent. For example, if a library had been named after an individual, such as the John Doe Library, and the term for "library" changed to "media center," a recommendation could be made for the name to be changed to the John Doe Media Center.