

Adopted: 12/01/16

FILE: FF

NAMING SCHOOL BUILDINGS OR FACILITIES

I. PURPOSE

The purpose of this policy is to establish guidelines for the naming of school buildings or facilities.

II. GENERAL STATEMENT OF POLICY

A. School Board Initiated or Renaming of a School Building or Facility

The naming of school buildings or facilities is the responsibility of the School Board. When naming a building or facility, the Board may select the name or appoint a committee to make recommendations to the Board or standing Board committees may make a recommendation to the Board. The appointed committee should consist of community members, school personnel and students.

Schools and sites may be given names:

- which are indicative of the areas in which they are located.
- for individuals who have achieved significant places in America, Maine, or School District life
- for entities which have contributed significantly to the District.

The names of sites which serve a district-wide function (e.g., Administrative Services, Community Education) and for facilities or portions of facilities which are jointly owned by the School District and other entities may be named to illustrate the nature of their role in the District.

Portions of school facilities, such as libraries, gymnasiums and athletic fields, shall be named according to their educational purpose; however, names of individuals or entities may also be associated with these facility sub-units upon designation by the Board.

1. Nominations may include names of one-time District employees, citizens who lived within the School District, or former students of the School District.
2. Each case shall be acted upon separately by the School Board.
3. Nominations shall be submitted to the Superintendent who will review and assess the information and duly inform the Board of nomination and who will maintain a current file of nominations.

When naming a facility or portions of a facility, the following criteria shall be considered:

1. The proposed name shall be appropriate.
2. The name will stand the test of time.
3. If the name involves a person, there shall be evidence of distinguished service, special school contributions (fiscal or service), or other honors earned which reflect well upon the education received in the School District.
4. Naming a site or facility after a deceased person shall be done after taking the above criteria into consideration and after a reasonable waiting period following the individual's death. For the purpose of this policy a reasonable waiting period is determined to be a minimum of 6 months' time following an individual's death, to begin the process described in this policy.
5. The School Board will only consider naming a building or facility for a staff member who is no longer employed in any capacity by MSAD #54. The School Board will

consider the process of the naming [of a building/room/field] after a reasonable waiting period of six months' time after the employee is no longer an employee of the district.

6. In naming sites or facilities, special consideration may be given to those names that will have some special meaning to the students and citizens and will enhance the educational program of the school district.

* All Board requests will follow the process outlined below in section B with the exception of the mandatory petition of voters, as majority board support can be safely assumed to represent a "broad base of support" for naming to be considered.

B. Citizen Group Initiated naming or Renaming of a School Building or Facility

The criteria and standards for naming or renaming a building or facility shall be the same as listed in section A of this policy.

To ensure a broad base of support for a nomination, the group must submit a petition signed by at least 100 eligible voting district residents or former students, to the Superintendent of Schools.

The Superintendent will review any and all requests and bring those that meet the above criteria to the Support Services Committee for their review. The Committee will evaluate the request and where appropriate seek input from interested parties. The Support Services Committee will either vote to act in support of the recommendation, by moving it on to the Educational Policy/Program Committee, or may vote against support and do nothing further.

The Educational Policy/Program Committee will consider only those facilities names recommended by the Support Services Committee. The committee will review any recommendations from the Support Services Committee and chose to support those by moving them on to the board, or chose not to support them by taking no action. The School Board will only consider naming or renaming a building or facility if it has been reviewed and supported by both the Support Services and Educational Policy/Program Committees.

Upon receiving a proper request to name or rename a building or facility, that has received the support of the Support Services and Educational Policy/Program Committees, the School Board shall wait a period of at least 90 days before making a final decision, allowing adequate time for public input on the proposal.

The School Board will make the final decision and reserves the right to reject any proposal to name or rename a building or facility.

C. Periodic Review

The Superintendent will maintain a list of those facilities or portions of facilities that have been named. Periodically, site or facility names shall be reviewed as to their continued appropriateness. Any and all reviews of a current building or facilities name will be conducted through the Support Services Committee. If a particular name is no longer appropriate, the School Board reserves the right to change it. The Educational Policy/Program Committee and/or the Support Services Committee has the responsibility for the review.