

BUILDING NAMING POLICY AND REGULATION

POLICY

In order to assure uniformity and dignity in the naming of school facilities in the (School District), the Board of Education specifies the following guidelines:

1. Elementary schools shall be named after places or things and as memorials to people significant to this school district.
2. Middle schools shall be named after national figures of prominence.
3. Senior high schools shall be named after a street or location preceded by the word (City of School District).
4. Facilities, other than schools, shall be named for the major functions performed at this location followed by the word "Center."

All major building projects which are named for individuals or historic locations will be identified by a suitable plaque in commemoration of that individual or historic location.

REGULATION

To assure that District buildings are named appropriately, the (School District) and the Board of Education specify the following guidelines:

1. The Superintendent or his/her designee will initiate the procedure for naming a building when the need becomes apparent.
2. A five to nine member screening committee composed of District employees, parents, citizens and students will be formed by the Superintendent or his/her designee.
3. The Screening Committee will reference school policy to establish the criteria for selecting a name. Additional criteria may be determined by the committee.
4. Submitted suggestions will be reviewed by the committee who will then make recommendations to the Superintendent.
5. The Superintendent will present recommendations to the Board of Education for discussion and action.

Adopted: (Date)