

COLCHESTER SCHOOL DISTRICT

POLICY: NAMING OF FACILITIES

DATE ADOPTED: May 16, 2017

PURPOSE

The Board of Education recognizes that the official name selected for a facility is a vital factor in the public image of the community. The Board is responsible for the naming and renaming of facilities, and portions of facilities, including buildings, grounds, stadiums, athletic fields, annexes, media centers, rooms, etc.

I. GENERAL

To be considered for this honor, the candidate must have made a significant contribution to the Colchester School District over a long period of time and be of high moral character (or have been, if deceased).

The Board shall make the final decision for the naming of all facilities and retains the right to review the decision at any time. Dedication of a particular facility does not guarantee that the dedication, name or memorial will exist in perpetuity.

Additionally, the Board reserves the rights to withdraw the dedication and remove the memorial in the event that information is revealed concerning an individual or organization, or a situation arises which may cause the memorial or dedication to be inappropriate for district buildings or grounds.

II. STANDARDS AND CRITERIA

- A.** The names of existing buildings and grounds shall be honored to respect tradition and preserve history.
- B.** Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in making a dedication or memorial.
- C.** Consideration for memorials and dedications will only be given to:
 - 1.** Individuals or organizations that have provided significant contributions in whatever form (monetary, time, services, etc.) to the particular School District.
 - 2.** State or national figures.
 - 3.** Geographical features or locations within the School District.

Last Adopted: November 16, 2004
Date Warned: April 28, 2017
First Reading: May 2, 2017
Second Reading: May 16, 2017

4. Other considerations will also be given at the discretion of the Board.
- D.** Requests for District funding for purposes of dedications and memorials will be considered. However, funding is not guaranteed and may be subject to limitations.
 - E.** Consideration for dedications and memorials will only be given to District owned and controlled buildings and grounds.
 - F.** Consideration will not be given to programs, as their existence is indefinite.
 - G.** Only after careful scrutiny will consideration be given to individual pieces of buildings or grounds that have already been dedicated or commemorated in attempts to preserve the intent and tribute of the original dedication or memorial.
 - H.** The Board recognizes that there are a finite number of buildings and grounds that can be dedicated or utilized for memorials, and will exercise discretion in limiting the use of dedications and memorials to appropriate opportunities.

PROCEDURE

1. Committee for Naming Facilities:

- A. If needed, the Superintendent will appoint a committee composed of a minimum of ten members to be inclusive of staff, citizens, parents and students. The committee will make recommendations for naming or renaming a portion of the facility (including buildings, grounds stadiums, athletic fields, etc.) whenever it is deemed desirable.
- B. The Superintendent or designee shall serve as the non-voting chairperson of the committee.
- C. For a request to be forwarded to the School Board, greater than 80% of the committee must vote for approval.
- D. The committee will render its decision to the School Board within 60 days of receiving the request.
- E. The School Board will consider the committee's recommendation within the next two regularly scheduled School Board meetings. The School Board will act upon the committee's recommendation within 45 days of the meeting.
- F. All costs associated with the naming or renaming of the facility shall be borne by the parties requesting the change and must be approved by the Superintendent.