

Administrative Procedure 502 – Naming of School Facilities**AP 502 – Naming of School Facilities****Purpose**

It shall be the general policy to name school facilities for persons or places of local historical or geographical prominence. School facilities shall not normally be named after living persons.

This policy shall apply when naming or renaming district schools or specific facilities or parts (gymnasium, hall, theatre, band room, etc.) of schools or facilities.

Procedure

1. The process of naming a facility will begin as soon as possible after the Board has approved the construction of the facility.
2. The Chairman of the Board of Education will appoint a committee comprised of two (2) Trustees to recommend a suitable name for the new facility.
3. The search for a name shall be well publicized and submissions of suitable names are to be solicited from all sectors of the public:
 - a. students,
 - b. school personnel,
 - c. school SLC,
 - d. local historical societies,
 - e. community at large.
4. Specific consideration will be given to names that will have significant meaning to pupils and members of the community.
5. When a facility is to be named after a person, the committee, wherever possible, should seek the consent of:
 - a. the individual for whom the facility is to be named; or,
 - b. the consent of the closest surviving relative of a deceased person for whom the facility is to be named.

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6. An effort should be made to avoid confusion that may be caused by having facilities with similar names.
7. The committee shall present a short-list of names (in order of committee preference) to the Board.
8. The final selection of a name for the facility shall remain the Board's responsibility.
9. The decision of the facility's name will be made at a public meeting of the Board of Education.

Adopted: December 13, 1989