

NAMING FACILITIES

When a school is to be named, the superintendent will serve as chairperson of a committee of at least five citizens and one principal to consider names submitted by citizens, Board members, and school personnel. The committee will submit no more than five (5) recommendations to the Board for consideration, and, in selecting a name; the Board will give special consideration to those names that will have special meaning to students and citizens.

The Board will consider requests from school and community groups to name a portion of a building, a single building on a campus with multiple buildings, or a specific area on the campus for a person, provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system. The group making the request must agree to provide appropriate recognition, such as a plaque, portrait, or marker for the school. The Board will consider the request after its approval by the administration.

The naming or renaming of a school or the creation of a commemorative or memorial is a matter deserving the thoughtful attention of the Board of Education.

A. Naming or Renaming a School

The superintendent will involve the staff and students assigned to the school, the students' parents, and the community in the process of identifying possible names for a new school or a school that is being renamed. The superintendent will use the following criteria as well as other factors the superintendent determines to be relevant in identifying potential names for the school:

1. The name should not be so similar to the names of existing schools as to cause confusion;
2. The name should include a designation of the type of school, such as elementary, middle, high or brief description of a specialized school;
3. The name may specify the geographic locality of the school; and
4. May only be named after an individual if that individual is deceased and would otherwise meet the requirements of the Commemorative section below or be a significant historical figure.

The superintendent will submit a list of recommended names to the Board for approval.

B. Commemoratives

Individual buildings, rooms or areas within buildings, or other structures on school campuses may be named in memory or honor of an individual who has rendered extraordinary service to the school system, community, or nation or individual who has helped students succeed through significant financial contribution or the donation of personal property.

Any proposal to place a sign, a name, or a plaque on property under the jurisdiction of the Board of Education must be reviewed by the superintendent before it is presented to the Board for consideration.

Commemoratives recommended by the superintendent to the Board will be acted upon after a period of time has elapsed, which shall be no less than twelve months.

The following requirements must be met before a commemorative is approved:

1. Individuals so honored should have rendered exemplary service in a particular school or facility for a period of not less than eight (8) years or should have rendered exemplary service to several schools in the Clarkston School District over a period of not less than fifteen (15) years.

2. Individuals so honored should have either culminated their careers in the Clarkston School District, or died while still actively employed. Nominations are appropriate no less than two years following the date of culmination of service.
3. Individuals so honored must be recommended and sponsored through group nomination (e.g., faculty, students, PTA, advisory council, etc.) as opposed to individual nomination.
4. Individuals so honored due to significant financial contribution or the donation of personal property must have positively impacted a school with a contribution or donation which has a useful life expectancy of more than ten years, is of significant financial value, and has a direct impact on student success.

C. Memorials

Flower gardens or other natural areas, flagpoles, library books, bookshelves in media centers, furniture in the facility, books, or scholarships, may be named in memory of deceased individuals or students if all of the following conditions are met:

1. No financial expense shall be incurred by the school system;
2. Scholarships shall be administered through the school or the institution managing the funds; and,
3. The memorial must be reviewed and approved by the building principal.

D. Continuance

Notwithstanding the above provisions, individual buildings, rooms, structures, furnishings, books, or scholarships named before the date of first adoption of this policy may continue to bear names which do not conform to the adopted standard.

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