

NAMING / RENAMING SCHOOL DISTRICT FACILITIES

The Fairfield School District Board is responsible for the naming and renaming of all schools and school facilities within the District. It is the desire of the Board that each new building, facility, ground or field within the District is given a name that lends dignity and status to the school or facility. In fulfilling this responsibility, the Board will make every effort to respect community preferences. The Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. The Board will consider one nomination per year. The Board will solicit and accept input from the 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(s)/corporation provided the proposed name has a special significance and/or the person/corporation has made an outstanding contribution to the school or the school system. If a request is to name a school facility after a school employee, a request cannot be made for at least one year after the person's retirement or death. The School Board reserves the right to make the final decision regarding the name of any school or facility.

The following guidelines will apply to requests for naming facilities:

Suggestions regarding the name of a school must be in writing to the Superintendent, must state the name of the person or group making the suggestion, and must state the reasons supporting the suggestion which includes:

- Any biographical or additional information
- Significance of this name
- Personal belief of the rationale as to why the facility should be so named

Once a request has been advanced to the Board, the Board has two options:

- 1) Decide the facility should not be renamed. The process stops. (or)
- 2) Seek input from community members and take action through normal Board meeting activities. The Board has the option of establishing an ad hoc advisory committee to collect information and make recommendations regarding the naming of the facility. The ad hoc advisory committee is comprised of:

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| 1 central office administrator | 1 individual from the building |
| 1 building administrator from the proposed site | 1 community member |
| 1 board member | 1 student representative |
| 1 facilities manager | |

The Board will consider the following when deciding on a naming request:

- A. The individual's/corporation's moral character and contribution to education.
- B. The individual's/corporation's connection to the facility. In order to be meaningful for all, there should be a real or symbolic connection between the individual and the facility.
- C. Significant contributions to education of the youth of the Fairfield Community School District.

Evidence of such contributions may include, but are not limited to the following:

- Unusually effective and dedicated service to the students of the District.
- Persistent efforts and superior levels of performance in improving and sustaining programs and services for students of the District.

- D. The nominee must otherwise be worthy of the honor of having a school facility named for her/him. Evidence of such attributes could include, but may not be limited to the following:

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- Unusually effective and dedicated service to our community, state or country.
- Excellent character and general reputation.

E. Input from community members, including school staff, community groups and other sources.

The Board of Education will act in regular session to name the school or facility. Following action, the Board Secretary will notify the appropriate district offices of the new name.

Approved: Dec 15, 2014; June 19, 2017, May 15, 2023

Reviewed: Oct 20, 2014, April 24, 2023

Revised: Oct 20, 2017, April 24, 2023