

Meridian Community Unit School District #15
***Procedures for the Consideration of Honorary Naming Recognition
of District Facilities***

Process for request consideration:

- All requests for honorary naming requests for any school district facility must be made in writing to the building principal for which the facility, field or surface is most pertinent; i.e. high school gym floor request should be made to the high school principal.
- In the event a facility is shared among district buildings, the request should be submitted to the appropriate building principals at the same time
- Once received, the appropriate building principal will serve as the point of contact and work directly with the requesting party to acquire all pertinent information for making a decision.
- Requesting parties should be prepared to provide a descriptive narrative as to why said request is being made. This narrative should include information relative to the accomplishments of that whose name will be used and a thorough rationale for the request.
- Once a formal request is made, and all pertinent information is obtained, the building principal will submit this information to the district superintendent and the superintendent will decide if the request provided will be placed on the appropriate board meeting agenda as a discussion item.
 - In the event it is necessary, the requesting party may select, or be asked to, speak to the Meridian CUSD #15 Board of Education about their request.
- Following the initial board discussion, if the board reaches consensus to proceed to committee evaluation, the appropriate Meridian CUSD #15 Board of Education committee will set a date to convene and discuss the request for honorary naming consideration. At this time, it may be pertinent for the requesting party, or a representative, to attend this meeting to provide further evidence for proceeding with their request.

Considerations by board or acting committee:

- When considering a request for honorary naming recognition, the appropriate board committee, or an acting committee appointed therein, will assess the following:
 - The submitted rationale by the requestor
 - The impact the naming party had on the Meridian school district as a student, employee or community member
 - In the instance said party did not attend Meridian CUSD #15, consideration will be given, in the like, to their impact on the former Macon and/or Blue Mound school districts.
 - The impact the naming party had, or still has, on the Meridian school community since graduation, retirement or continued community residence

- The overall impact naming the requested district facility may have on the Meridian school district
- The overall impact naming the requested district facility might have over the long term
- Any and all community relationships which may be tied to the naming request
- The sincere nature of the request as it relates to the overall image of the Meridian school district.
- The potential disregard the naming request might cause for others
- Other considerations not aforementioned

Committee action and Board Decision:

- Following the committee's deliberation on the request
 - The board committee, or acting committee, will decide as to whether or not to advance this request to entire school board. During deliberation, the request may be modified with additional guidelines and/or stipulations as deemed necessary by the board committee. Only those persons sitting on the active committee will be able to vote on the advancement of the request to the Meridian CUSD #15 Board of Education.

Modifications, stipulations and additional information for the request may include topics such as financing of the materials used for naming the facilities, scope of work requested of the district for assistance, long term maintenance arrangements, notice by district to modify, relocate, or eliminate any honorary project that falls into disrepair, and/or assertion that honorary naming considerations are not exclusive over the organizational term of the school district
 - If the request is accepted by the acting committee, they shall ask the Superintendent to place said request on an upcoming Meridian CUSD #15 School Board Meeting agenda as an action item. Once placed on the agenda, the request will be discussed in open session and voted on by the entire school board
 - If the request is denied by the acting board committee and/or the Meridian CUSD #15 Board of Education, a rationale for the decision shall be provided from the District to the requestor.