

NAMING OF DISTRICT BUILDINGS AND FACILITIES AND DEDICATION OF AREAS/MEMORIALS

A. PURPOSE AND GENERAL POLICY

The purpose of this policy is to establish a process and guidelines for the naming of School District school buildings or facilities, and dedication of areas of buildings or facilities.

The naming of a building or facility, or the designation of an area of a building or facility, is an extraordinary and rare event falling within the authority of the School Board as the District's governing body. The Board should not consider such actions lightly nor base them on recent notable events.

For purposes of this policy, "buildings and(or) facilities" shall mean and include every school, school district building, [stadium], athletic field, playground, or other real estate owned or leased by the District, or otherwise under the jurisdiction of the School Board.

"Area of buildings or facilities" refers to identifiable spaces/core areas within a building or facility, including but not limited to such spaces as media centers, gymnasiums, auditoriums, hallways, wings, etc.

The Board retains the authority in its sole discretion to name, rename or change, in whole or in part, the name of any building or facility, or the designated name of any area of a building or facility. Such naming, renaming, or changing may be considered at any time the Board so chooses, including, without limitation, naming proposals recommended prior to construction, when construction is in progress, or after being acquired, by the district.

B. GENERAL GUIDELINES FOR NAMING OF BUILDINGS OR FACILITIES OR FOR DEDICATION OF SPACES.

1. The naming of school buildings or facilities or dedication of building/facility spaces is the ultimate responsibility of the School Board. Individuals or groups may submit a written naming or dedication proposal to the Superintendent. Naming or dedication proposals should include any information relating to the guidelines below, along with any other information the person/group making the proposal deems appropriate to enable the Board to make an informed decision.
2. The Superintendent will place the proposal on a Board meeting agenda, with the Facilities Committee recommendation as to how to proceed.
3. If the Board determines that further study is required, or if the naming/dedication is at the Board's own initiative, the Board may establish a committee or may delegate to the Superintendent the responsibility of evaluating the proposal, or for determining a process for naming a specific building or facility, or dedicating an area of a building or facility.
4. Whether included in an original proposal or not, the Board will consider required fiscal or personnel resources that might be associated with the naming/rename or dedication.
5. Before making any final decision regarding naming/rename or dedication, the Board shall solicit input from the students and staff of the particular building or facility as well as from the public at large.
6. The final decision to name/rename a building or facility, or to dedicate/re-dedicate any building or facility area shall be made by the Board by way of formal resolution, which may simply be an approval of a written proposal or recommendation.

C. GUIDELINES FOR NAMING OF BUILDINGS AND FACILITIES

The School Board recognizes that the official names of district buildings and facilities are vital to the district's public image and must stand the test of time. Accordingly, when selecting names for facilities, the Board will emphasize effective public communication and the honor and integrity that the name will reflect upon the building or facility.

A name for building or facility shall be that of:

1. The community, location, road or street where the public school building is located;
2. A significant and distinguishable landmark or geographical feature which will identify the school's location;
3. An educational practice, concept or aspiration;
4. A deceased person made significant contributions to the nation, the State of New Hampshire, the Lincoln-Woodstock Cooperative School District or the towns of Lincoln or Woodstock taking into account the following criteria:
 - a) Outstanding and exceptional support of and service to or on behalf of public school students or schools;
 - b) Outstanding citizenship and character;
 - c) General service to the community;
 - d) Superior ethical standards; and/or
 - e) Philanthropic or financial contributions made by the person to the school district.

The person shall have been deceased a minimum of 1 year.

5. The mascot of a District school.

D. GUIDELINES FOR DEDICATION OF A BUILDING OR FACILITY AREA

Dedication of spaces or areas in a building or facility may be made using the same criteria for naming of buildings or facilities but may also recognize the outstanding service of a living school district employee, school district official, volunteer or community leader provided a minimum of 1 year has elapsed from the date of completion of service of the person to be honored.

E. MEMORIAL ADMINISTRATIVE PROCEDURE

The Lincoln-Woodstock Cooperative School Board is willing to gratefully accept memorials on school grounds and has set forth the following guidelines. There are many options available dependent on the wishes of a given family such as scholarships and donations to various programs, as well as memorial trees, shrubs, and benches with accompanying plaques. When a family proposes a memorial, they should contact the Superintendent of Schools with all of the pertinent information. This information will be shared with the School Board who will make the final decision on the acceptance of the memorial. The memorial, once given or completed, becomes the property of the school district who will assume responsibility for maintenance.

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