

## **CHAPTER 7**

### **7.13 NAMING OF FACILITIES (Approved 6-12-2018)**

The Board of Education is responsible for naming schools and all other facilities or parts of facilities. The Superintendent will write regulations that establish the process for developing a list of recommended names for the Board to consider.

From time-to-time, the Board of Education may wish to commemorate a school or County facility by means of a plaque or naming the facility after a person. The Board may name a new school or other existing facility for the geographic area or community in which the school is located, an historical figure or location.

#### **Naming Parts of School Buildings or other Facilities**

The Superintendent may recommend to the Board that a portion of a building, a single building on a multiple building campus, or a specific area on a campus be named for an individual whose name has special significance and/or who made an outstanding contribution to the school or school system. In special circumstances, the Superintendent may recommend to the Board that a portion of a building, a single building on a multiple building campus or a specific area on a campus be named for a commercial or corporate entity that has made significant contributions to the school or Marshall County Schools.

#### **Changing Facility Names**

When the use of a school or other facility changes, the Board of Education, upon the recommendation of the school administration, may change the name of the building. The process to select a new name should be consistent with the procedures followed in naming a new school or facility.

Such commemoration shall be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the County in particular or to the well-being of the County, community, State or nation, as determined by the Board.

Any employee of the County thus honored must be deceased or no longer employed by the County prior to the Board's selection of his/her name for a plaque or for the naming of a facility.

#### **Naming Schools**

The principal of a newly constructed or existing school shall have the responsibility for initiating and supervising the process of developing a list of recommended names for the Board of Education to consider.

The principal shall appoint the School Name Advisory Committee ("the Committee") which shall be representative of the school's community and composed of students and adults. The Committee's charge shall be to recommend to the Board of Education name(s) for newly constructed or existing schools, listed in order of preference.

In developing the list of names, the Committee shall use the following directives and guidelines:

- A. The Committee shall solicit input from community, historical and cultural groups.
- B. All decisions of the Committee should be made by consensus.
- C. All recommended names should be easily identifiable with the school and should have special meaning to students and citizens of the community.
- D. The recommended names should not be in conflict with the names of other schools, buildings, or facilities in the system.
- E. The recommended names may represent the geographic area or community in which the school is located, a historical figure or location, or an individual who is deceased whose name has special significance and/or who made an outstanding contribution to the school or school system, community, state or nation.
- F. The Committee should research the history of each recommended name and provide a summary of the research with the submitted list.
- G. The principal shall forward the Committee's recommended names to the Superintendent for review and comment. The Superintendent may request additional information from the Committees.

The Board of Education has the ultimate responsibility for naming schools.