

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
PUBLIC SCHOOLS**

CONSTRUCTION OF PHYSICAL FACILITIES

SERIES 7000

	Number	Policy or Regulation
0. Naming of Amity Regional School District No. 5 Facilities.....	7551	P

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Introduction

State law invests the ownership and responsibility for all Amity property in the Board of Education.

I. Purpose

This policy establishes a process and criteria for the consideration of requests to the Amity Regional Board of Education for the naming/renaming of District facilities or parts thereof, including rooms or small clusters of rooms, wings, other parts of the buildings, grounds and athletic facilities. The Superintendent will maintain a record of all requests and naming actions undertaken by the Board.

II. Responsibilities of the Amity Board of Education

It shall be the responsibility of the Amity Regional Board of Education to select names for all facilities and to authorize naming of school facilities and grounds to honor individuals or groups. The Board will solicit input from the community prior to naming facilities; however, final decisions on the naming of grounds, facilities and areas within facilities lies entirely with the Amity Regional Board of Education.

III. General Criteria

Facility naming shall be considered in cases when it has been recommended to honor a person or organization providing exemplary services or contributions to and having an affiliation with Amity Regional School District No. 5.

IV. Specific Criteria

Recommendations must meet the following specific criteria:

The individual(s) or group(s) recommended must:

- a.** Have significantly enhanced the experience of Amity students in the area(s) Academics, Arts or Athletics.
- b.** Have made outstanding contributions to the heritage of the Amity Regional School District.
- c.** Have made contributions which will remain memorable long beyond the lifetime of those who propose the name.
- d.** Have significant community support.
- e.** Have length of service to the Amity Community.
- f.** Not currently be employed by the Amity Regional School District.

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Historical perspective should be exercised before proposing name(s).
Nominations whose claims are parochial, of recent date and untested by the passage of time, or based on personal enthusiasm should be avoided.

V. Naming of Facilities

Requests to attach a name to an aspect of the Amity Regional School District No. 5 facility shall be made in writing to the Superintendent of Schools. Requests must include the following:

- a. Rationale for the request with documentation supporting IV above.
- b. Specific aspect of the facility to be named: Requests should be consistent with an individual's contribution to Amity. For example, if the outstanding individual had been an exemplary science teacher, an appropriate request would be to name an aspect of the science wing.

Upon receipt of a completed request, the Superintendent will record the request and it will rest for four (4) calendar years before being vetted.

The Superintendent will contact an existing family member or an appropriate contact for the namesake to discuss the request and seek approval.

The Superintendent will consult with appropriate members of the faculty and community to ascertain the level of support for the naming request.

When the Superintendent determines that the request is qualified, a meeting of the Facilities Committee will be convened to consider the request. It is within the sole discretion of the Facilities Committee to determine if the request should be recommended to the Amity Regional Board of Education for consideration.

VI. Board of Education Consideration

In cases where the Facilities Committee makes such recommendation, the Board will consider the recommendation during no less than two public meetings in order to provide sufficient notice to the community of their consideration.

If the Board acts favorably upon the recommendation of the Facilities Committee, the facility naming will be enacted by the Superintendent with a naming ceremony, including placement of an appropriate plaque identifying the individual's or group's unique contribution to Amity.

The Board of Education shall retain its authority to name or rename a facility of the

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school district notwithstanding any action or lack thereof of the Facilities Committee.

VII. Renaming of Facilities

In most instances, naming approved by the Board of Education will remain in existence during the useful life of the facility. The Board has no obligation to continue a name in cases where there has been demolition or movement of a named facility. New naming requests would be open in such cases.

In the sole discretion of the Board, it may consider a request to rename a facility. There may also be instances when requests are made to name individual units within named facilities. For example, the media center may be named for an individual who met criteria outlined in IV above, but an appropriate request may be made to name a smaller unit within the center. If criteria outlined in IV above are met, the Superintendent would follow all steps outlined in V above before bringing such a request to the Facilities Committee for consideration.

In cases of renaming or naming of units within already-named facilities, if approved by the Board of Education, the Superintendent will enact the naming with a ceremony, including placement of a plaque identifying the individual's or group's unique contribution to Amity.

References:

Policy on Naming of Facilities and other Assets of the University of Tennessee
rev. 2/27/2009

Policy for Naming Facilities University of Nebraska - Lincoln 10/1/1990

Policy for Naming, Dedication, Sponsorship of City Facilities and Acceptance of
Donations, City of Vacaville, CA 1/27/2009

Naming Public School Facilities, Northampton, Massachusetts Public Schools
3/13/2003

Naming of School Facilities and Dedicating Areas of School Facilities or
Grounds, Fairfax County Public Schools 11/17/2008

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REQUEST TO NAME / RENAME
***** PLEASE PRINT *****

Name of person/group making request: _____

Contact Name: _____
Last First

Contact Number(s): _____

Name Request: _____

Significant contributions: _____

(use additional sheet is more space required)

Rationale for request (based on criteria in section IV of Policy 1331 – Naming of Amity

Regional School District No. 5 Facilities): _____

(use additional sheet is more space required)

Signature: _____

Date: _____

Received in Superintendent's Office: _____

Board Action: _____ Approved _____ Not Approved Date: _____