

## AMHERST Policy

### FF- DEDICATION AND NAMING OF FACILITIES

#### I. PHILOSOPHY

The Board recognizes that the official name selected for a school facility is a vital factor in promoting a positive public image for the school district. The Board is responsible for the naming and renaming of facilities and portions of facilities, including buildings, grounds, stadiums, athletic fields, annexes, media centers, rooms, etc.

The Board shall make the final decision for the naming of all facilities and retains the right to the decision at any time.

#### II. PROCEDURE

- A. The administration shall appoint a committee of citizens and district representatives to determine the names of any new facilities. The administration shall appoint the chairman of the committee. The Board shall deliver to the committee a written charge that details the criteria for the naming process. The committee shall make recommendations for the naming or renaming a portion of the facility (including buildings, grounds, stadiums, athletic fields, etc.) whenever it is deemed desirable.
- B. The superintendent or designee shall serve as the non-voting chairperson of the committee.
- C. For a request to be forwarded to the school board, a majority of committee must vote for approval.
- D. The committee shall render its decision to the school board within 60 days of receiving the request. The committee shall develop a brief explanation of the origin of the proposed name. The explanation shall be incorporated into a history of the district.
- E. A name should be recommended at least three months prior to completion of construction.
- F. After receiving the recommendation, the school board shall consider the proposal within the next two regularly scheduled school board meeting.

#### III. GUIDELINES

In naming school buildings or other facilities in the district, the committee shall use the following guidelines:

1. School facilities may be named after persons who have served the district or community or persons who have provided long-term extraordinary service to the

district or community. This honor shall be bestowed no sooner than 3 years after an individual's retirement or death.

2. School facilities may be named after any local, state, or national figure.
3. School facilities may be named after any local, state, or national geographic area.
4. Facilities may be named for significant district property donors.

#### IV. FACILITIES DEDICATION PLAQUES

Each new building shall display a dedication plaque which recognizes those board members and superintendents, along with the primary architect and the primary contractor, involved in the planning, construction, and authorization of district facilities.

The dedication plaque shall list the current superintendent and all board members serving at the time the school is officially completed. In addition, all former board members and superintendents involved in the development of the facility shall be listed on the plaque under a special heading; "School Officials Who Served during Planning and Construction." Individual names shall be accompanied with the highest office achieved during completion of the facility.

#### V. MEMORIALS

Schools may create an area where student/staff memorials may be placed.

**ADOPTED- April 19, 2011**