

Timberlane Regional School District	Policy Code: FF
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NAMING NEW FACILITIES

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.

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2. The Superintendent will place the proposal on a Board meeting agenda.
3. Timberlane Regional School District facilities, as defined above, may be name according to the following guidelines:
 - a. After a person, organization, or group that either:
 - i. achieved national, regional, state, or local prominence in the fields of education, athletics, arts and sciences, the humanities, government, civic leadership, or humanitarian causes; or
 - ii. provided philanthropic or financial support to the School District
 - b. After local or regional geographic features
 - c. After Timberlane Regional School District educational terminologies, practices, or concepts.
4. TRSB/TRSD in naming a facility or portions of a facility shall consider:
 - a. The proposed name shall be appropriate
 - b. The name should stand the test of time
 - c. If the name involves a person, there should be evidence of distinguished service, special school contributions (fiscal or service), or other honors earned which reflect well upon the education received in the School District. Naming a site or facility after an individual shall be done after a reasonable waiting period of at least one (1) year following the individual's departure from the district.
 - d. If the name involves a person, organization or group that has made or pledged significant financial contributions toward constructing or renovating a facility, the School Board will decide if replacement of any such name is warranted at any time if circumstances deem the name to be inappropriate for the School District. If the name involves a person, organization or group that has made or pledged significant financial contributions towards constructing or renovating a facility all other TRSD policies must be followed in relation to the naming facility process.

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- e. Portions of school facilities shall be named according to their educational purpose; however, if another name is used, it has no implied permanence and may later be removed by the School Board.
- f. The School Board may establish a committee, if deemed warranted, to develop a name to be recommended to the board.
- g. The School Board will make the final decision to name or rename a facility or portions of a facility; the board reserves the right to reject any proposals.

5. Memorials and Recognitions:

- a. Community or school groups who wish to memorialize or recognize the outstanding contribution of a deceased student or staff member of the school, or outstanding service of a retired staff member or former board member, or philanthropic contribution by a person, organization or group may pursue signage, plaque, or landscaping subject to the approval of the School Board after their consideration of a recommendation from the building principal, facilities director, and/or superintendent.
- b. Costs of signage, landscaping, or other site improvements shall be subject to School Board approval.
- c. Prior to final approval of any proposal for a physical memorial, the Superintendent and or their designee will review the proposal to determine whether the proposed memorial will result in any costs or exposure to liability to the district relative to installation or maintenance.
- d. All approved donated memorials and recognitions become School District property.