

NOTE: Footnotes are for reference only. They should be eliminated from an individual board's policy.

NAMING FACILITIES

Policy Code:

9300

¹The board considers naming facilities to be a significant endeavor since the name of a facility can reflect upon the students, staff, school system and community.

The superintendent shall involve the staff and students assigned to the facility and the students' parents in the process of identifying possible names for a new school facility or facility being renamed. The superintendent shall consider the following criteria as well as other factors the superintendent determines to be relevant in identifying potential names for the facility.²

1. The name should not be so similar to the names of existing facilities as to cause confusion.
2. The name should include a designation of the type of school, such as elementary, middle or high, or a brief description of a specialized kind of school.
3. The name may be in honor or memory of an individual who has helped students in this school system succeed through financial contributions or educational leadership.³
4. The name may be that of an educational leader of prominence and reputation beyond the school system; however, priority will be given to the names of educational leaders who have directly or indirectly helped students in this school system to succeed.
5. The name may specify the geographic locality of the school.

The superintendent shall submit a recommended name or limited list of recommended names to the board for approval.

Legal References: G.S. 115C-36, -47

Cross References:

Issued:

Revised:

¹ This policy provides for most of the deliberation and community involvement to occur at the administrative level. Alternatively, the policy may specify greater involvement by the board.

² The list of factors may be modified to reflect local practices.

³ The policy may be more specific in establishing priorities for recognizing individuals. The policy may be limited to posthumous recognition.

Policy Code: 9300 Naming Facilities

The board considers naming facilities to be a significant endeavor since the name of a facility can reflect upon the students, staff, school system and community. The decision to name a school is solely the responsibility of the Bladen County Board of Education. New schools will be named prior to letting the contract for construction. In addition to naming schools, the board of education may name existing facilities within a school, including but not limited to: athletic facilities, media centers, auditoriums and specific educational buildings. No total school will be named for an individual; only areas within total facility are eligible to be named for an individual.

When a facility is to be named, a Facility Naming Committee will be created. The superintendent (or staff designee) will serve as chairperson of the Facility Naming Committee. Other members of the committee will be as follows: (1) the Assistant Superintendent of Operations, (2) one principal, (3) one advisory council member, (4) at least one board of education member, (5) two teachers, and (6) at least two members at large.

Requests for naming a facility shall be made in writing to the Board of Education. The request shall document the reasons for the request as well as detailing the potential costs associated with the endeavor. The name(s), address, and telephone number of the person(s) making the request shall be included. The Board may conduct public hearings on the naming/renaming, if it so desires.

The committee shall follow the steps set forth in the “Administrative Procedures to be Used to Recommend the Naming of Bladen County Schools Facilities in Honor of an Individual.” In addition, the board establishes the following guidelines for naming school facilities:

1. A school facility may be named for an individual who has made significant, extraordinary and lasting contributions to the educational community.
2. A school facility may be named for a deceased individual two or more years after the person’s death.
3. A school facility may be named for a retired educator who rendered 20 or more years of service to the Bladen County School System after two years of retirement.
4. A school facility may not be named for school staff, faculty or anyone connected with the functions or control of the Board of Education as long as the relationship exists.

Legal References: [G.S. 115C-36, -47](#)

Cross References: “Administrative Procedures to be Used to Recommend the Naming of Bladen County Schools Educational Facilities in Honor of an Individual”

Administrative Procedures to be Used to Recommend the Naming of Bladen County Schools Educational Facilities in Honor of an Individual

The following steps are required when school facilities are to be named for an individual as specified in Bladen County Board of Education Policy 9300.

- (1) A person or group interested in recommending the naming of a school facility will contact

the Superintendent of their intent in writing.

(2) The Superintendent will provide the individual or group with a copy of Board Policy 9300 and a copy of these procedures.

(3) After receiving the information from the Superintendent, the person or group will present in writing to the Superintendent the specific facility to be named and a clear rationale explaining why the facility should be named for a specific person.

(4) The Superintendent will appoint and convene a Facility Naming Committee as comprised in Bladen County Board of Education Policy 9300. The Superintendent (or staff designee) will chair the committee. The committee will review the nomination and determine whether or not to continue the request.

(5) If the committee determines that the request should not continue, the chairperson will write a letter to the appropriate group or individual describing the committee's rationale for not continuing the process.

(6) The individual or group may request to appear before the Board of Education and appeal the decision of the Facility Naming Committee. The Board of Education may decide to uphold the decision of the Facility Naming Committee or direct the committee to continue the process.

(7) If the Facility Naming Committee decides to continue the nomination or is directed to continue by the Board of Education, the committee chairperson will schedule a public meeting to consider additional comments and suggestions from the public.

(8) If, after hearing from the public, the committee determines that the nomination meets the entire criteria outline in Policy 9300, the committee chairperson will submit a recommendation to the Superintendent.

(9) The Superintendent will assign the issue as a business item on the Board Agenda at a regularly scheduled Board meeting.

(10) The Board of Education may choose to hear from the committee chairperson and/or Superintendent and consider their recommendation. Following a discussion of the recommendation, the Board may decide to:

- a. accept the recommendation
- b. reject the recommendation
- c. table the recommendation/request additional information

(11) Recognition of any facilities will be denoted by the attachment of a standard size wall plaque or nameplate (refer to Board Policy 9300) containing the person's name, years of service, and date of Board approval. Any exception to this recognition will be approved by the Board of Education.

(12) After Board approval, the person(s) or group sponsoring the honoree will provide funds for the plaque/nameplate and for the dedication service.

(13) A dedication service may be held.

Legal Reference: [G.S. 115C-36](#), [-47](#), Board of Education Policy 9300

Approved by the Bladen County Board of Education: December 14, 2009

BLADEN COUNTY SCHOOLS
NAMING OF SCHOOLS AND SCHOOL FACILITIES NOMINATION FORM

PLEASE PRINT OR TYPE ALL INFORMATION. USE ADDITIONAL SHEETS AS NECESSARY AND ATTACH EXHIBITS OR OTHER DOCUMENTATION IN SUPPORT OF THIS NOMINATION. REFER TO BLADEN COUNTY BOARD OF EDUCATION POLICY 9300 "NAMING FACILITIES."

It is proposed that _____
(describe facility)

be named _____

in honor of _____

According to the following criteria established by the Board of Education:

1. Has made an outstanding contribution to a school, the Bladen County Schools, the community, county, state or nation.

2. Record of recognizable excellence in his/her respective field evidenced by a variety of outstanding accomplishments, awards and leadership and service roles in his/her profession, community, professional and civic organizations.

3. Has been a positive role model for others.

4. Has exhibited honesty, integrity, respect, sense of fairness, concern of others, self discipline, teamwork, dedication to work, etc.

5. Has shown a commitment to excellence.

Signature

Date

- It is the responsibility of a designated facility committee to consider and recommend to the full Board of Education names for new school and new names of existing schools or school facilities.
- Evidence of broad community support for this request should accompany this application.
- Groups/individuals making the nomination must agree to provide appropriate recognition, such as a plaque, portrait, or marker for the school.
- This form should be forwarded to the Office of the Superintendent, P. O. Box 37, Elizabethtown, NC 28337.

Attachment to Policy 9300, Naming Facilities

Approved on: December 14, 2009

**NAMING A SCHOOL OR CHANGING THE
NAME OF A SCHOOL**

Once a decision is reached by the Board of Education to seek a new name for a school or name a new school facility, this procedure shall be followed:

1. Any interested individual or interested group(s), including an advisory council(s) for the respective school, may submit a letter to the Superintendent giving the name(s) which they prefer for the facility and the reason for the preference.
2. The Superintendent shall review all requests and will make a recommendation to the Board of Education for naming the school or facility.
3. The Board of Education shall review the Superintendent's request and approve or disapprove the recommendation.

Policy Code: FF Naming Facilities

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.

I. Naming Entire Facilities

In selecting the name of a school, consideration should be given to names that will have a special meaning to students and citizens of the community.

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, or for an individual who is deceased whose name has special significance and/or who made an outstanding contribution to the school or school system.

The Superintendent will develop a process for recommending names for newly constructed schools, or existing or new facilities. The process should be sensitive to the historical and cultural context of the building and require the inclusion of input from community, historical and cultural groups.

II. 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 CMS.

III. 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.

Date of Adoption: 3/12/68

Revised: 10/22/74, 10/11/83, 11/24/92, 11/28/00, (corrected 2/19/01)

Legal Reference: [N.C.G.S § 115C-36](#)

Previous CMS Policy #: 7551, 7551.1, 7551.2

Charlotte-Mecklenburg Schools

Descriptor Term: NAMING FACILITIES	Descriptor Code: FDCA
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Presented to Board: October 11, 1994 1st Reading: April 8, 2008 2nd Reading: May 8, 2008	Adopted by Board: November 9, 1994	Revised by Board: May 8, 2008
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The naming of new schools, the renaming of existing schools and the naming of major public school facilities in the Guilford County School District is the responsibility of the Board of Education. Naming a school is a matter of great importance deserving of the thoughtful attention of the Board and the Administration.

The Superintendent is directed to develop a procedure to address the naming of schools with the following guidelines:

1. **Nomination Process**
The Superintendent shall determine the administrative staff responsible for implementing the procedures established for naming schools and facilities. All nominations received with completed documentation will be presented to the full Board for consideration.
2. **Project Teams**
Project teams established for construction projects will not be responsible for the naming process, but may present nominations for consideration.
3. **New Schools**
New schools should be officially named when the site location has been determined; facility design is in progress and before construction begins.
4. **Public Hearings**
After the nomination process has been completed and recommendations have been presented to the full Board, a public hearing will be scheduled for the purpose of hearing comments from the community in support of, or, opposition to the names being considered.

In compliance with federal laws, Guilford County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law. Refer to the Board of Education's Discrimination Free Environment Policy AC for a complete statement. Inquiries or complaints should be directed to the Guilford County Schools Compliance Officer, 120 Franklin Boulevard, Greensboro, NC 27401; 336.370.2323.

All Guilford County Schools facilities, both educational and athletic, are tobacco-free learning environments.

© 2009 Guilford County Schools, 712 North Eugene Street, Greensboro, NC 27401 336.370.8100

Policy Code: 9300 ▶Naming ◀▶Facilities ◀

The Iredell-Statesville Board of Education considers ▶naming ◀▶facilities ◀ to be a significant endeavor since the name of a facility can reflect upon the students, staff, school district and community.

During the initial facility naming process, or at a time subsequent to initial naming of a facility, the Board of Education may consider, on an individual basis, any request for special naming of a building or a portion of a building at a facility in recognition of a person or entity which has made an outstanding contribution to the Iredell-Statesville Schools.

If a building or a portion of a building located at a facility has been named for an individual or entity which has made a substantial monetary contribution to the Iredell-Statesville Schools Board of Education, then it shall be the policy of the Iredell-Statesville Schools Board of Education to encourage each donor to provide equitably for each school in the same grade level.

The Superintendent will involve the staff and students assigned to the facility and the students' parents in the process of identifying possible names for a new school facility or facility being renamed. The Superintendent will consider the following criteria as well as other factors the superintendent determines to be relevant in identifying potential names for the facility:

- (a) the name should not be so similar to the names of existing facilities as to cause confusion;
- (b) the name should include a designation of the type of school, such as elementary, middle, high or brief description of a school of a specialized kind;
- (c) the name may specify the geographic locality of the school;
- (d) the Superintendent will submit a recommended name or limited list of recommended names to the board for approval.

Legal References: [G.S. 115C-36, -47](#)

Cross References:

Adopted: July 1, 2002

IREDELL - STATESVILLE SCHOOLS

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Policy Code: 9300 »Naming «»Facilities «

The Lee County Board of Education welcomes and encourages all private gift support to the school district from individuals and other private philanthropic foundation(s) within the community or beyond whose purposes are to support and enhance public education in Lee County through private gift support.

All gifts, including gifts of cash and securities, real property or gifts-in-kind are acceptable after the Superintendent has determined that: reasonable safety and health criteria are met; economic feasibility has been considered; the district has the staff capability for using and maintaining the gift as intended by the donor; the donor's wishes and expectations for the use of the gift are functionally and aesthetically compatible with existing programs and facilities; that final approval by the Board of Education is in order.

Gifts intended for the school district for naming purposes will require a standard gift agreement, provided by the district which can be supplemented by the donor if necessary.

»Naming «»Facilities «

The Board of Education will submit the Superintendent the names of persons who they wish to serve on a particular naming committee. The Superintendent and the Board of Education chairman, will appoint a "naming committee" from the list submitted by the Board members, preferably not to exceed fifteen members made up of at least two each from the following: faculty, staff, parents, citizens and Board members, who will consider the appropriateness of the donor's gift offer and naming request and make its recommendation to the Board of Education for approval. This committee will be comprised of individuals whose names will be submitted by the Board specifically for that purpose.

A facility may be named to honor a living or deceased individual whose history, good name and life accomplishments are judged worthy and beyond repute, and whose reputation is considered by the Board of Education to reflect honorably upon the students, staff, school district and community. The name may be that of a prominent citizen, educator, philanthropic group or entity to be honored or memorialized by the donor.

To qualify for naming a facility, the monetary sum of at least one quarter of the current estimated building project costs or replacement value will be required. In the event local, state or federal funds have (already) been provided to cover the costs of a new building or project proposed for naming, the superintendent will recommend alternative uses for the gifting sum which reflects priority capital needs of the district, which are agreeable to both the donor and the Board of Education.

To name a new auditorium or athletic facility, or portion of a new building, project or facility (lobbies, classrooms, departments, court yards, etc.), a donation of at least one quarter of the pro rata new cost for that portion or unit of the new school will need to be made and distributed to the school district under the same arrangements and Board approval as mentioned above.

Gifts to name unnamed existing facilities by complete or partial renovation must equal at least one quarter or more of the estimated project costs provided the project is approved by the Board for reconstruction and has the matching funds identified to enable completion of the project in a timely fashion.

The Lee County Board of Education reserves the right, in lieu of private gifts, to name from time to time facilities, both new and existing, to honor and memorialize individuals whose lives and community endeavors have made a significant impact on the quality of life in Lee County and especially in public education.

Legal References: [G.S. 115C-36](#), [-47](#)

Cross References:

Adopted: May 11, 1992

Revised: December 10, 2001; March 8, 2004

Attachment: [Exhibit 9300-E: Donor Gift Agreement](#)

LEE COUNTY BOARD OF EDUCATION

Policy Code: 9300 »Naming «»Facilities «

The board considers »naming «»facilities « to be a significant endeavor since the name of a facility can reflect upon the students, staff, school district and community.

The superintendent may involve the local school advisory council in the process of identifying possible names for a new school facility or facility being renamed. The superintendent will consider the following criteria as well as other factors the superintendent determines to be relevant in identifying potential names for the facility:

- the name should not be so similar to the names of existing facilities as to cause confusion;
- the name should include a designation of the type of school, such as elementary, middle, high or brief description of a school of a specialized kind;
- the name may be in honor or memory of an individual who has helped students in this school district succeed through financial contributions or educational leadership;
- the name may be that of an educational leader of prominence and reputation beyond the school district; however, priority will be given to the names of educational leaders who have directly or indirectly helped students in this school district to succeed;
- the name may specify the geographic locality of the school; and
- the building may not be named after a person still living.

The superintendent will submit a recommended name or limited list of recommended names to the board for approval. The board will have final approval of all facility names.

»Naming « of Portions of School »Facilities «

The board generally does not name individual buildings, rooms, stadiums or other structures on a school campus. However, individuals or groups may request that such facilities be named for persons or organizations that have made substantial contributions to the school system either through personal service or the dedication of resources and revenues to the school or school system.

Any person or group interested in requesting that a portion of facility or other structure be named for a specific person or organization must submit the request to the principal pursuant to procedures adopted by the superintendent. Upon receiving a recommendation from the principal, the superintendent will review the request and present any relevant findings to the board for consideration. The board will have final approval of all facility names.

Legal References: [G.S. 115C-36, -47](#)

Cross References:

Adopted: January 1987

Revised: September 1992; June 11, 2003

Lincoln County Schools

Schools in the Wake County Public School System shall be named in accordance with geographic location or similar site specific identifiers, such as roads, streets, natural or historical features, or after individuals in accordance with the guidelines of Policy 2571.

Notwithstanding the above provision, existing schools with complete grade-level organizational change, or schools formed by the merger of two or more previously existing schools, may continue to bear names which do not conform to the adopted standard.

Legal Reference:

Adopted: December 19, 1988

Revised: May 21, 2002

Revised: November 7, 2006

Reviewed: November 3, 2009

Revised: August 10, 2010

Watauga County Schools

Policy NAMING PUBLIC SCHOOL FACILITIES	Number 2.05.30
	Adopted 5/20/96
	Revised

The Watauga County Board of Education believes that the naming or the re-naming of a school facility or a part thereof is a matter of great importance and one that deserves due thought and consideration. It is further acknowledged that the responsibility and authority for such action rests solely with the board.

School facilities or a part thereof may be named or re-named as recognition of historical events, geographic locations or a person who in some way has made a lasting and significant contribution.

When the naming or re-naming of a school facility involves a person's name, the following criteria will be followed:

1. Nominations may be submitted by an individual(s) within the public schools or the community at-large.
2. Nominees should have made or should be making a significant contribution to Watauga County or the schools therein through service, leadership and/or financial support; or nominees must have made a notable contribution to society and the welfare of mankind; or nominees who have retired and who have achieved distinguished success in his/her chosen career, field or profession.
3. Nominations will be received by the superintendent's office for transmittal to the Board.

The Watauga County Board of Education will not be influenced in its decision by personal prestige, political pressure or temporary popularity in choosing a name for a public school facility.

Policy 8120 School Naming Responsibility

November 2010

I. The naming of new schools, the renaming of existing schools, and the naming of major public school facilities in the Winston-Salem/Forsyth County School Administrative Unit is the responsibility of the Winston-Salem/Forsyth County Board of Education.

II. The Building and Grounds Committee will have the responsibility of considering and recommending to the full Board of Education names for new school facilities and new names for existing school facilities. The Committee shall hold at least one public hearing to receive and consider comments and suggestions from individuals and groups for naming or changing the name of school facilities before submitting the Committee's recommendation to the Board of Education.

III. In addition to naming schools, the Board of Education, upon the recommendation of the Building and Grounds Committee, may name specific school facilities, such as:

- A. Gymnasiums
- B. Stadiums
- C. Auditoriums
- D. Media Centers

IV. New school facilities should be named prior to entering into contracts for construction.

V. Criteria for naming school facilities:

- A. A school facility may not be named for a deceased individual for a period of six months after death.
- B. A school facility may not be named for a retired individual for a period of one year after retirement.
- C. School facilities may be named for:
 - 1. Community Leaders;
 - 2. Educational Leaders;
 - 3. State and National Figures; *and*
 - 4. Geographic Areas.

Adopted: May 1985

Revised: September 1988; July 1996; November 2010

Winston-Salem/Forsyth County School System

Policy Code: 9300 »Naming «»Facilities «

The Yadkin County Board of Education considers »naming «»facilities « to be a significant endeavor since the name of a facility can reflect upon the students, staff, school district and community. Final responsibility and authority for such action rests solely with the Board of Education.

When selecting a name for a school or other facilities, the superintendent shall appoint a committee to recommend to the Board of Education no more than three suggested choices. This committee will include two (2) members of the Board of Education (from the area to be served, if possible), two (2) educators, two (2) central office administrators, and one (1) community member at large.

The Board may accept, reject or modify the committee's recommendation.

The Board recognizes that there might be occasion to name individual buildings, other facilities within a school (examples: auditoriums, media centers, office complex, stadiums, fields, or gym), or to establish a memorial at a facility. The following guidelines should be used.

A. Naming New Schools:

The naming of a school is a matter of great importance, deserving the most thoughtful attention of the Board, Administration and Community. The appointed committee shall solicit input from citizens in the community to be served by the new school. This committee shall report findings and suggestions for names to the Yadkin County Board of Education.

New schools may be named for:

- roads
- streets
- municipalities
- geographic locations or features or
- individuals that have contributed to the betterment of society, education, or the quality of life of the citizens of Yadkin County. A new school can only be named for an individual if that individual has been deceased or retired for a period of at least two (2) years.

B. »Naming « Individual Buildings or Other »Facilities « within a School

»Facilities « may be named as provided below. Recommendations for »naming «»facilities « must be forwarded to the Board of Education for approval.

1. Facilities may be named in honor or memory of an individual who has provided any or all of the following: service, leadership, or financial contribution to the local community, school system, county, state, or nation.
2. Facilities may be named for an organization that has made contribution through service, dedication of resources and/or revenue to the school or school system.
3. Facilities may be named for a person who has been deceased (two years) or retired for two or more years.

The plaque, nameplate, etc. must be uniform with other forms of recognition in the school. The person(s) who recommends the naming of a facility must agree to provide a plaque, nameplate, etc. at

no cost to the school system. Scholarships should be encouraged.

C. Memorials and Tributes

On occasion, the schools in Yadkin County are presented with opportunities (through gifts by individuals, groups, or organizations) to establish memorials and tributes. Memorials are given in memory of deceased individuals; tributes are given in honor of living individuals or groups. This policy is set forth to ensure consistency with the handling of contributions for memorials or tributes.

The school improvement team will meet at the beginning of the year to discuss items that the school needs or desires that could be purchased from money donated as a memorial or tribute. This list should include the approximate cost of the items. The compiled list will be kept on file in the school office with a copy sent to the Superintendent.

A Memorial/Tribute Book will be placed and remain in the school Media Center to record all donations.

Only monetary donations will be accepted. Prior to giving the donation, the donor may look at the list and select an item or items that they wish the school to purchase with the donated money. The school will then purchase the item from the list and record it in the Memorial/Tribute Book. Paper plaques will be put in books donated or purchased with donated funds. Other plaques will be left to the discretion of the school principal.

Legal References: [G.S. 115C-36, -47](#)

Cross References: Gifts and Bequests (policy 8220)

Adopted: February 5, 2007

Yadkin County Schools