# GREENWICH STOW CREEK PARTNERSHIP SCHOOLS file code: 7550

## POLICY MANUAL

Policy

NAMING BUILDINGS AND PROGRAMS

The right to name school facilities and/or other district property rests with the board of education and may or may not be named at the board’s sole discretion. Facilities which may be named include, but are not limited to, buildings, auxiliary buildings, gymnasiums, auditoriums, libraries, lecture halls, athletic fields and playgrounds.

Naming requires formal action of the board. In selecting a name, the board shall be bias free and not discriminate based on race, gender, sexual orientation, religion, creed, disability or national origin.

In naming school facilities, the board shall strive to honor the history, traditions and vision of the school district and the community it serves. If named for a person, that person should have been a former school district educator or administrator, local resident, board member, county resident, alumni or an employee of the school district who has had significant beneficial effect on the school system and its students. However, names of inspiring national or international persons are also allowable.

The board welcomes recommendations from members of the community in the naming of school facilities. All requests must be submitted in writing to the board. The board will consider all names submitted. While community input is encouraged, the final decision, whether or not to name a facility and whether or not to accept a recommendation of a name, shall be made by the board at a regularly scheduled meeting

Once the board has approved a name submitted for a school, room, facility, office, athletic field, special purpose areas and/or other district property, the Board will determine the advisability of conducting an appropriate public ceremony and/or if a plaque, monument, painting, sign, or engraving of the name selected should be placed on the facility. If an individual or organization has requested the name, the board may request that individual or organization to bear the cost of any plaque, monument, painting, sign or engraving incurred in connection with the naming.

**Greenwich:**

Adopted: October 2, 2008

NJSBA Review/Update: August 2022

Readopted:

**Stow Creek:**

Adopted: May 19, 2008

NJSBA Review/Update: August 2022

Readopted:

Key Words

Naming, Facility Naming, Dedication, Facility Dedication

**Possible**

**Cross References:** \*1120 Ad Hoc advisory committees

\*1140 Distribution of materials

\*1330 Use of facilities

\*3280 Gifts, grants and bequests

\*3327 Relations with vendors

\*Indicates policy is included in the Critical Policy Reference Manual.