

Book	FHSD REGULATIONS
Section	7000 FACILITIES DEVELOPMENT/ 7100 Facilities Planning and Design
Title	Naming of District Property
Number	7100
Status	Active
Legal	
Adopted	February 18, 2016

### **Naming, Renaming, and Recognizing a Facility to Honor a Person**

From time to time, opportunities arise to honor alumni, friends of the District, community members or public figures (persons or an organization) by the naming of an academic unit such as a program, activity, center, department, or school. Such recognition honors both the individual and the District, enhancing the stature of the named unit. All naming requests are subject to approval by the Board.

Primary consideration for naming an academic unit will be to honor a person who has made substantial contributions to the District. Additional consideration may be given for the impact the proposed honoree has had on the District, the individual's civic and philanthropic activities, and contributions by the individual in his or her chosen field/career.

Interested parties should submit a formal letter to the superintendent/designee requesting review of a naming opportunity. The letter should discuss the importance of the naming to the District, the details surrounding the honorary naming, and any other conditions or concerns of the naming. Supporting documentation should include a résumé and contain a thorough discussion of the individual(s) being honored, as well as letters of reference or recommendation from individuals from inside and outside the District. Requested plans for any plaque, signage, and/or maintenance should be identified.

The Superintendent of Schools will forward the information to the Board of Education. The Board, at its discretion, will direct the superintendent/designee to convene a committee for the purpose of recommending a name(s) for Board consideration. The Board retains the final authority to approve all recognition or naming of academic units, buildings, schools, departments, centers, etc.

### **Procedures for Naming**

At the direction of the Board, the superintendent/designee will establish a committee to bring forth name recommendations for consideration by the Board. The committee will be comprised of one (1) community member from each strategic committee, the nominator, and no more than eight (8) staff members/students e.g., one administrator from each level and one staff member from each strategic committee).

Opportunities for public input may be available prior to the committee's recommendation to the Board. The opportunities will be announced using social media (if used by the District) and on the District website.

The committee shall propose a list of not more than three (3) names to the Board for consideration. Names selected should reflect substantial achievements of extraordinary and lasting distinction. Generally, these will be individuals who had direct, substantial, and active association with the District

and have exemplified the District's mission. Additional factors may include the individual's record of scholarship, creativity, leadership, and humanitarian or public service.

The Board, in its sole discretion, will make the final determination regarding the name or renaming of a facility. The Board will not accept any obligation to honor commitments made by faculty, staff, or members of the administration without its prior formal consent and approval.

### **General Guidelines**

All signage, including plaques, and/or lettering for buildings will conform to District practices and procedures. In order to ensure uniformity and clarity, the Board retains the right to direct how names are displayed. Some academic units may be designated by a combination of their dedicated and functional names.

All named property is and remains property of the Francis Howell School District.

As needs change, it may become necessary to modify, relocate, tear down, or eliminate named school academic units. In the event such actions are necessary, the Board will convene to discuss the proposed change. The Board reserves the right not to retain any names assigned to any academic facility or unit.

The Board reserves the right to remove a name from any and all naming opportunities covered by this policy. In the event a name is to be removed, the Board will convene to discuss the circumstances surrounding the issue and will determine whether the name should be retained or removed.

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