

Naming/Dedicating School Buildings, Spaces or Other Areas

Purpose:

The purpose of this policy is to provide the framework and criteria for the special dedication of buildings, space(s) within a school building, or other facilities on school property.

General Statement of Policy:

From time to time the Portsmouth School Board may choose to recognize outstanding service to the learning community by dedicating or naming an appropriate area (i.e., playground, library, gymnasium, auditorium, athletic field, etc.) in honor of an individual.

Naming of spaces within a school building, or other areas on school property is a means of honoring persons who have made significant, lasting contributions to the students, staff, and community of the Portsmouth School Department.

The Portsmouth School Board reserves unto itself the right and authority to approve the spaces within a school building, or other areas on School property. If the Board votes to name a school building, it will follow the procedures of City Council Rule 44 prior to establishing a name of a school facility. The Superintendent of Schools will develop and administer administrative procedures in support of this policy.

Guidelines and Criteria:

- a. This policy applies to the naming of school buildings, spaces within a school building, or other areas on school property.
- b. Names which possess a potential for controversy or division should be avoided.
- c. Honorees may not be an employee of the school district at the time of School Board approval of the dedication or naming.
- d. Honorees may not be recognized under this policy more than once.
- e. School buildings, spaces within school buildings, or other facilities on school property generally should not be re-named or re-dedicated once they have been dedicated to an honoree.
- f. Recognized contributions and service for one who has:
 - i. Made significant, lasting contributions that are consistent with the educational mission of the Portsmouth School Department, to the students, faculty, staff, or school district community.
 - ii. Made a contribution commensurately related to the building, space, or facility proposed for naming.
 - iii. Made contributions or service through employment, volunteer service, board service, or through significant gifts or money or property to Portsmouth School Department.

Procedures:

- a. Proposals or petitions to name a space within a building or other school facility may be made by faculty, staff, students, parents, or community members. Nominations will be submitted in writing to the Superintendent at least three (3) months in advance of the naming of the space or facility.
- b. The Superintendent shall place the request on the School Board agenda of a regular school board meeting for discussion and consideration. The School Board will allow for dedicated time for public comment on the recommendation. A majority vote by the School Board is required to approve the naming or dedication.
- c. If the School Board approves a dedication, recognition or naming, a formal dedication ceremony may follow as soon as practicable coordinated by the Superintendent and may include placement of a plaque.