

## **Procedures – Naming of Facilities, Erecting Plaques, Monuments, and Markers**

### **PURPOSE**

In accordance with board policy 9300, Naming Facilities, the purpose of this document is to establish criteria and procedures for reviewing naming requests in relation to all Asheboro City Schools' property. This is a significant endeavor that will reflect Asheboro City Schools values and has the potential to affect the school district's image.

### **PROCEDURE**

1. Naming requests may be considered for school buildings, large portions of school buildings and adjacent public areas including, but not limited to, gymnasiums, auditoriums, academic wings, and fields.
2. Proposals or requests should be directed to the Superintendent, who will appoint a naming committee to review. Proposals should align with the criteria outlined in board policy 9300:
  - 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 names of educational leaders who have directly or indirectly helped students in this school district to succeed.
3. The Naming Committee will be comprised of the following members: Director of Facilities, Finance Officer, Public Information Officer, plus a principal, teacher and two at-large members appointed by the Superintendent.
4. Naming requests, with or without a donation, in honor of living or deceased staff, retirees, alumni, Board of Education members, or community, state or national leaders shall be considered on a case-by-case basis only when supported by extraordinary justification for the naming. A proposal may be made as follows: a) two years after retirement or other separation from the district or from elected or appointed office; or b) two years after the person's death.

5. Proposed honorees shall have achieved distinction in one or more of the following ways:
  - a) while serving the district, the individual has significantly contributed to the success of its students;
  - b) demonstrated distinguished service which warrants recognition of the individual's exceptional contributions to the welfare of Asheboro City Schools;
  - c) the individual has contributed in truly exceptional ways to the public or to the welfare of the district or achieved such unique distinction as to warrant recognition.
6. The duration of the naming rights shall be decided or negotiated on a case-by-case basis. No assumption of perpetual naming shall be made.
7. Proposals for new plaques, monuments or markers must conform to district design standards and will be reviewed by the naming committee and approved by the Superintendent.
8. The naming committee will make a recommendation to the Superintendent regarding all proposals in a reasonable time period, not to exceed 12 months from the initial proposal date.
9. The Superintendent will review and present relevant information to the Board for consideration. The board will not take action on the request for a minimum of 20 days for a period of public review.
10. No commitment for naming shall be made prior to approval by the Board of Education. The Board shall have final approval of all names, and may amend names at their discretion.