

## **NAMING OF SCHOOL FACILITIES**

Brunswick School Department facilities are a source of pride for our community. They are a tangible reflection of the commitment of the citizenry to the education of our children. Therefore, the School Board may choose to name all school facilities, or portions of facilities, only after careful consideration of the message being sent to the community by the name(s) selected.

The Brunswick School Board will consider requests from school and community groups to name a building; a portion of a building; building furnishings, equipment and artwork, a campus; or a portion of the campus for persons or organizations that have made significant contributions of time, talent, or treasure to the Brunswick School Department.

The general procedure for the naming of school facilities shall be as follows:

- 1) Requests to name any part of a Brunswick School Department facility shall not be considered until at least one year following an individual's death or departure from the district.
- 2) For new school construction, the School Board shall form a committee composed of two Brunswick School Board representatives, two citizens from the Town of Brunswick, two teacher representatives selected by their peers, and the Superintendent of Schools, or his/her designee. The committee shall seek community input for name proposals for the new school, and then present a list of no fewer than three names, but no more than five, to the School Board for consideration.
- 3) Existing facilities:
  - a) A request to name existing facilities, or any portion of existing facilities, must be made in writing to the Superintendent of Schools. Written requests must include the name of the individual and a detailed description of the individual's contributions to the Brunswick School Department. The request must be signed by at least one-hundred (100) registered voters in the Town of Brunswick and twenty-five (25) staff from the Brunswick School Department.
  - b) The Superintendent shall refer the request to the Brunswick School Board Policy Committee. The Policy Committee shall seek appropriate input from community members and school personnel.
  - c) The Policy Committee shall make a recommendation to the full Board as to whether or not the naming request should be approved.

- d) If a naming request of an existing facility or portion of an existing facility is approved, the Board shall also approve the location, design and content of any naming plaque or marker, which must be provided at no cost to the Brunswick School Department.
- 4) The Brunswick School Board retains the discretion to accept or deny any request, or to visit and rename facilities at any time.

*Adopted:* 10/8/08

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