

NAMING SCHOOL FACILITIES

1. The appropriate School Committee will announce the process to be used for naming a school facility (new or existing).
2. That School Committee will announce the deadline for submission to the Screening Committee of nominations of names of a new or existing facility.
3. The process will include the acceptance of nominations from the following groups:
 - a. the community at large
 - b. officials of the towns
 - c. the staff of the school to be named or renamed
 - d. other interested staff
 - e. the current and former students in the school system
4. In the case of an unusual building, e.g. a building which houses two school programs, or a section of a larger facility, the School Committee will determine how many names are needed. Nominations will be accepted from the list in #3 above. Nominations may come in the form of email or letters to the Superintendent or School Committee.
5. The School Committee may set aside some time during selected meetings to accept nominations.
6. Nominations will be submitted with answers to the following questions:
 - a. What is the reason you are suggesting the person/name? (See the criteria in the policy statement.)
 - b. Why is this a good name for the facility?
 - c. What is the biographical/other information about this person which will assist in making a decision?
7. The School Committee will establish a Screening Committee of nine representatives of the various interest groups in the community. The role of the Screening Committee is to review and evaluate all the suggested names and recommend three for the School Committee to choose from.