

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

701-AR-5. NAMING OF FACILITIES

The naming of school buildings, major portions of buildings, and school grounds, such as the media center, auditorium, gymnasium, athletic field, etc., is the responsibility of the Board, and the Board will make all final decisions, while taking into consideration community preferences.

When naming new buildings, major portions of buildings or school grounds, the Board will direct the Superintendent to establish a committee, subject to Board approval. The committee will comprise two (2) Board members, the Superintendent or designee, the building principal, two (2) staff members, two (2) parents/guardians, two (2) community members and two (2) students, when appropriate.

District facilities may be named after distinguished individuals, no longer active in their careers, who have made an outstanding contribution in their field to the community, state or nation, with a broad-based, long-term impact on the school community. Special consideration may be given to those names that have special significance to students, staff and/or community and to names of individuals associated with the intended use of the facility. Geographic names that are clearly identified, widely known and recognized may also be considered. Facilities may also be named after a major contributor without whom the new facility would not have been possible.

The committee will consider requests for naming a facility in honor of a specific person from individuals and school and community groups when submitted on the required form to the Superintendent. The Request To Name Facility form will be made available in the administration office.

Opportunities for general public input will be made available prior to the committee's final recommendation to the Board. Such opportunities will be publicly announced in the media and on the district's website.

Procedure

1. The Superintendent or designee will organize, schedule and moderate the committee meetings.
2. Committee members will receive copies of all requests for naming when submitted on the appropriate form within the designated time.
3. Committee members will seek input from other members of the school community.

4. Committee members will consider the statements in these administrative regulations when evaluating possible names.
5. Within two (2) months of the first meeting, the committee will determine three (3) recommendations for naming in order of preference.
6. The Superintendent will present the committee's recommendations to the Board.
7. The Board will review the recommendations and vote on its final determination and approval of the selected name.

Plaque

In recognition of the efforts of those involved in the completed project, the Board may authorize a plaque to be attached to the new facility. The plaque will contain the following information:

1. Facility name.
2. Completion or dedication date.
3. Name of Board members as of the approved construction date in the following order:
 - a. President.
 - b. Vice President.
 - c. Members, alphabetically.
4. Superintendent as of the approved construction date.
5. Architect name.
6. Contractor name.

Formal dedication and naming of the facility will take place on the date and time specified by the Board.