

Burlington-Edison Public Schools Naming Facilities and Recognition

The naming of a district facility, school or field, shall take place in the following manner:

- A. The superintendent shall select a committee whose purpose it shall be to submit to the board a list of not less than three, nor more than five, names for the school facility. The list shall briefly state, along with each name, why the committee nominated each name. The committee may solicit nominations from students and the community.
- B. The committee shall, whenever possible, follow these guidelines:
 - 1. Each name shall be known to, and significant to, the people of the district.
 - 2. The names submitted shall not conflict with the names of other schools in the district or surrounding districts.
 - 3. The use of names of living persons shall be avoided unless the circumstances warrant an exception.
- C. The Board of Directors shall select the name of the facility to be named from the list.
- D. Normally facilities (library, playfield, or gymnasium) that are a part of a school location are not independently named. However, the superintendent will make the decision if special circumstances exist that would justify an independent name for apportion of an existing facility. If it is determined that special circumstances do exist, the above-listed procedure shall be followed.
- E. Support facilities which are independently located should normally be named after the primary function of the building unless special circumstances are present. A departure from this approach may be made under paragraph D. above.
- F. In recognition of the efforts of those involved in the planning and construction of a new project, a plaque containing the following information shall be attached to a new facility.
 - 1. School name;
 - 2. Board-approved construction date;
 - 3. Completion or dedication date;
 - 4. Name of board members as of the board-approved construction award date in the following order:
 - a. President
 - b. Vice President
 - c. Board Members (alphabetically)
 - 5. Superintendent as of board-approved construction award date; and
 - 6. Architect and contractor names.

Formal dedication of the facility shall take place on a date and time specified by the Board of Directors. The honoring or recognition of a student, staff member, coach or community member with a temporary or permanent signage shall take place in the following manner:

Procedure No. 6884P
Section:6000 – Management Support

- A. An individual or group shall present a proposal to the Superintendent or designee detailing the recognition request. The request shall include but not limited to:
 - 1. The exact size of the signage (i.e. billboard, banner, sign or score board).
 - 2. Location of signage
 - 3. Length of time proposed signage will be maintained
- B. The individual or group shall, whenever possible, follow these guidelines:
 - 1. Each name shall be known to, and significant to, the people of the district.
 - 2. The names submitted shall not conflict with the names of other schools in the district or surrounding districts.
 - 3. The use of names of living persons shall be avoided unless the circumstances warrant an exception.
- C. The superintendent has final say on allowing such an honor for temporary (less than one (1) school year) recognition. The Board of Directors shall have final say on any permanent signage recognition.

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