

SCHOOL NAMING POLICY

P7211

The purpose of this policy is to ensure the appropriate selection of names for school structures and spaces including but not limited to, school buildings, athletic facilities and open spaces that are used by the public outside of the traditional school day. School spaces not traditionally frequented by the public, such as labs, teacher lounges and classrooms, are not considered under this policy.

Naming Committee

The School Committee shall appoint a standing Naming Committee responsible for proposing names for the school structures and spaces noted above. This committee shall have a minimum of five members and abide by the Open Meeting Law. Members of this Committee will be appointed and re-appointed by the School Committee on a yearly basis. The School Committee will make every effort to ensure that the Committee has diverse membership to represent the community's interest.

Criteria Considered when Naming School Facilities

The purpose of naming is to recognize, honor or memorialize. Buildings, facilities and spaces may be named after persons, organizations, historical Town sites, or given functional names related to the purpose of the space. If a facility is to be named after a person, that person shall have made an outstanding contribution to education, humanity or the community, or have displayed outstanding leadership, or be a person of historical significance.

Naming Structures and Spaces

When a new structure or facility is built, or a name is proposed for an existing space, the School Committee shall request the Naming Committee to reconvene. The Naming Committee shall solicit ideas from the community and may also submit their own ideas. The Naming Committee shall establish, implement and maintain a process for soliciting and evaluating naming proposals. This process shall fairly reflect the values of the community and the school system.

The Naming Committee shall provide at least two names for School Committee consideration with one exception: a single name may be brought forward only when an extraordinary event or contribution takes place which is deemed to merit special recognition.

All proposed names shall be presented with documentation supporting the recommendation, i.e., the story behind the proposed name. Additionally, each proposal shall include a recommendation for depicting the selected name, including the location and prominence of the commemoration. Care will be taken to capture the merits or achievements of the honoree in a way which might inspire all viewers.

The School Committee shall vote on the nomination and submit any endorsed name to Town Meeting for approval, accompanied by a proposal for the final wording and appearance of the permanent memorial.

Policy Adopted: November 19, 2001

Policy Reviewed:

Policy Revised: April 23, 2012

WESTFORD PUBLIC SCHOOLS

Westford, Massachusetts 01886