

Holbrook Public Schools

NAMING DISTRICT SCHOOLS, FACILITIES AND GROUNDS

Naming a school, facilities and grounds is an important matter that deserves thoughtful attention. The purpose of this policy is to establish criteria and procedure for naming the Holbrook Public Schools and its property. The School Committee maintains sole discretion and authority for approval of all naming structures, signs, equipment, wall displays, rooms, fields, academic wings, cafeterias, gymnasiums, auditoriums and other owned, operated or controlled areas by the Holbrook Public School District. This policy covers the naming of any permanent entity on school property and the School Committee reserves the right to remove or change such permanent entity. Naming will be limited to no more than two entities per year.

In naming areas of the School, the School Committee shall consider:

- Community recommendations including parents and students;
- Historical figures, history, goals of school, physical locations; geographical areas; distinguished local, state, and national leaders;
- Naming a particular area in conjunction with an approved generous financial or other contribution from a donor;
- Individuals/entity who have made significant contributions to the community of Holbrook;
- Individuals/entity who have made significant contributions to the education of Holbrook students; and
- Achievements of distinguished alumni.

Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name. The individual/group to be named must be worthy of the honor of the designation by virtue of excellent character and general reputation.

Suggestions or nominations for naming shall be submitted in writing to the District Office and include the reason for the request, the specific details with regard to the individual or entity to be honored, the area of the school to be considered for naming, and any other information deemed pertinent to the specific situation. Those submitting nominations must identify themselves and their relationship to the nominee. Nominations may be submitted by any individual, organization, or entity. Upon assembly of all pertinent information, the request shall be forwarded to the School Committee chair and placed as an agenda item at the next School Committee meeting.

The School Committee shall announce such naming proposals at a regular School Committee meeting and solicit community feedback regarding the proposal. The School Committee shall review such feedback in its consideration of the proposal in question. Subsequent to the announcement and review of feedback, the School Committee, at its discretion, may vote to accept/reject a naming nomination or the School Committee may vote to convene a subcommittee of the School Committee to study the request and return to the School Committee with a recommendation. The School Committee may also consider alternative ways to honor the request of the nominator if that is deemed appropriate. This may include naming a different entity than originally requested.

When a subcommittee is convened, the subcommittee will meet to review the nomination and all related information. The subcommittee will solicit public feedback on the proposal and will

ultimately vote a recommendation to be forwarded to the School Committee. In addition to the nomination and accompanying materials, the subcommittee is expected to provide a rationale for its final recommendation supplemented by taking steps such as consulting with the department or school affected by naming, conducting surveys, interviews, or research as necessary to investigate the request.

The School Committee shall receive the recommendation of the subcommittee in an open session. The announcement of the subcommittee recommendation or the School Committee's recommendation shall be made at a regular meeting.

The final name and/or other wording shall be given final approval by a vote of the School Committee.

The School Committee reserves the right, as its sole discretion, to terminate an approved name should it feel it is necessary to do so to avoid the District of Holbrook being brought into disrepute.

SOURCE: MASC

Adopted: September 5, 2007
 May 30, 2019