

District Policy

7250- SCHOOL AND FACILITY NAMES

The Trenton Board of Education shall be responsible for the naming/renaming of all Board-owned facilities.

The Board will not change the name of the facility unless its function changes, or unless the person or entity for which it is currently named is proven to be associated with acts or a stated philosophy that dishonors our students or the intent or purpose of our schools.

The Board considers facilities to include, but not be limited to, buildings, athletic fields, stadiums, gymnasiums, libraries, classrooms, and multi-purpose rooms. Facility names shall be descriptive and/or significant to the schools and community. The Board recognizes the importance for the entire community to participate in the facility naming process. In selecting a name, the Board may consider individuals, geographical locations, general features of the area in which the school or facility is located and other names that are deemed appropriate by the Board. If the facility is named for an individual, that individual must have made an outstanding contribution to the community, county, state, or nation.

Classrooms and/or major areas within the schools may contain a recognition of the contributions of an individual, but not be named for that person (e.g. plaque, not to exceed twelve inches square, painting).

Plaques (not to exceed twelve inches square), small monuments, artwork, books and major pieces of equipment are appropriate symbols with which to recognize an individual's contribution or memory.

If the Board intends to name a facility, the intention shall be announced at a public meeting. Members of the community shall be invited to make recommendations for the facility name. Recommendations shall be submitted, in writing, to the School Business Administrator/Board Secretary of the Board of Education. After ample time as been allowed for recommendations, the President of the Board of Education shall direct, at his/her option, the facilities committee, or an ad hoc committee, to review the recommendations.

After considering community recommendations, the committee shall recommend a name to the full Board for approval.

The Board shall always use the above procedure when opening a new facility. The Board will not be influenced in its decision by personal prejudice or favoritism, political pressure, or temporary popularity in choosing a name. Although the Board considers all recommendations, final authority rests with the Board.

The naming of a school shall take place in the following manner:

1. The Board President shall select a committee from Buildings and Grounds an ad hoc of, whose purpose it shall be to submit to the Board a list of not less than three, nor more than five, names for the new school. The list shall briefly state, along with each name, why the committee nominated each name. The committee may solicit nominations from pupils and the community.
2. The committee shall, whenever possible, follow these guidelines:
 - a. Each name shall be known to, and significant to, the people of the district;
 - b. The names submitted shall not conflict with the names of other schools in the district or surrounding districts; and
 - c. The use of names of living persons shall be avoided unless the circumstances warrant an exception.
3. The Board shall select the name of the new facility from the list. In recognition of the efforts of those involved in the project, a plaque containing the following information shall be attached to a new building:
 - a. School name;
 - b. Board-approved construction date;
 - c. Completion or dedicated date;
 - d. Name of Board members as of the Board-approved construction date in the following order:
 - (1) President/Chairperson;
 - (2) Vice President/Vice Chairperson; and
 - (3) Members (alphabetically).
 - e. Superintendent and School Business Administrator/Board Secretary as of Board-approved construction date; and
 - f. Architect and contractor names (optional).

Formal dedication of the facility shall take place on a date and time specified by the Board.

Adopted: 16 May 2011

Amended: