

NONINSTRUCTIONAL OPERATIONS

Naming School Facilities, Spaces and Programs

Purpose

The purpose of this policy is to provide the framework and criteria for the naming of facilities, space(s) and programs within the district.

General Statement of Policy

The Board of Trustees shall have sole authority to name or rename district facilities, including but not limited to, buildings, athletic fields, stadiums, fields, tracks, gymnasiums, playgrounds, auditoriums, libraries, media centers, child development centers, multipurpose rooms, cafeterias, lounges, conference rooms and offices.

The Helena School District welcomes the opportunity to honor those who have rendered extraordinary service or support to the District. Facilities, spaces and programs may be named for individuals or entities whose accomplishments or generosity has advanced the academic mission of the District.

Guidelines and Criteria

A. In naming a facility after a person, primary consideration should be given to individuals who have given their time and energy in promoting excellence in education in the community. If the proposed honoree is deceased, the naming should not occur sooner than **five (5)** years following the honorees death. The Board may make an exception to the above in response to the request of a significant donor or sponsor, provided that the requested name is not that of a current employee of the school district or a public official currently holding an office with influence on the operations of the school district.

B. Names which might contain or imply prejudice of a racial, religious, ethnic, and/or political philosophy should be avoided.

C. A proposed honoree who has been employed by the District, or held office in the District, shall have given extraordinary service to the District in a teaching or administrative field with such exceptional distinction that his or her contributions are widely recognized by his or her peers, both in the district and elsewhere. These prospective honorees must have ceased service from the District for one (1) full year prior to the naming.

D. Recognized contributions and service:

1. Honorees must have made significant, lasting contributions that are consistent with the educational mission of Helena School District to the students, faculty, staff, or school district community.

8460 continued

2. Contributions should be commensurately related to the building, space, or facility proposed for naming.
3. Contributions or service may have been through employment, volunteer service, board service, or through significant gifts or money or property to the School District.

The Board directs the Superintendent to appoint a committee, to include representation from staff members, parents, students, and community members to discuss and evaluate any proposal to name district buildings and grounds or any part thereof. The committee will make a recommendation to the Board. The Board will make the final decision.

The Board of Trustees reserves the right to revoke naming designations.

Legal References:

Cross References:

Policy History:

Adopted on:	7.8.2014
Revised on:	7.19.2019