

# ALLENTOWN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: NAMING/RENAMING  
DISTRICT FACILITIES

ADOPTED: 6/22/95

REVISED: 3/26/98

<p>1. Purpose</p> <p>2. Definitions</p> <p>3. Guidelines</p>	<p style="text-align: center;">701.1. NAMING/RENAMING DISTRICT FACILITIES</p> <p>The Board recognizes that students, parents/guardians, graduates, employees, and/or community members may want to honor distinguished citizens by naming and/or renaming district facilities in their memory. This policy provides guidelines for the Board in naming and/or renaming district facilities.</p> <p>For the purposes of this policy, facilities within the district are considered to be in one of four (4) categories:</p> <ol style="list-style-type: none"> <li>1. A district building.</li> <li>2. A portion of a district building.</li> <li>3. An athletic field/facility commonly associated with one school.</li> <li>4. An athletic field/facility commonly associated with the district.</li> </ol> <p>The guidelines which follow relate to these lettered categories and the naming or renaming of any facility within these categories.</p> <p>A. <u>A District Building</u></p> <ol style="list-style-type: none"> <li>1. May not be named for a living citizen.</li> <li>2. Requests shall be made in writing and submitted to the principal if it is a school building or the Superintendent or her/his designee if it is a district building which is not a school. Said requests shall set forth evidence of the requestor's effort to both inform students, parents/guardians, graduates, the school's employees, and the community of the facility involved and the opinion of said constituents relative to the desirability of the request.</li> </ol>
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	<ol style="list-style-type: none"><li>3. The principal/Superintendent shall review all requests. In deciding upon the recommendation of any honoree, the principal/Superintendent shall consider the character, contributions to the school, and contributions to education of the honoree. The effects of the naming/renaming upon the school and community shall also be considered.</li><li>4. If the building to be named is a school, the principal shall submit all recommended requests to her/his School Council.</li><li>5. The School Council shall review all recommended requests for the naming/renaming of a school and submit those it endorses to the Superintendent. In reviewing requests, the Council shall consider the standards noted in A3 above.</li><li>6. The Superintendent shall review all requests and make recommendations to the Board.</li></ol> <p><b>B. <u>A Portion of a District Building</u></b></p> <ol style="list-style-type: none"><li>1. The honoree may be living.</li><li>2. Requests shall be made in writing and submitted to the principal if it is part of a school building or the Superintendent or her/his designee if it is part of a district building which is not a school. Each request shall identify the portion of the building to be named or renamed and the reasons for the request.</li><li>3. The principal/Superintendent shall review all requests. In deciding upon the recommendation of any honoree, the principal/Superintendent shall consider the character, contributions to the school, and contributions to education of the honoree. The effects of the naming/renaming upon the school and community shall also be considered.</li><li>4. If the portion to be named is part of a school, the principal shall submit all recommended requests to her/his School Council.</li><li>5. The School Council shall review all recommended requests and submit those it endorses to the Superintendent. In reviewing requests, the Council shall consider the standards noted in B3 above.</li><li>6. The Superintendent shall review all requests and make recommendations to the Board.</li></ol>
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C. An Athletic Field/Facility Commonly Associated With One School

1. The honoree may be living.
2. Requests shall be made in writing and submitted to the school's principal. Each request shall identify the athletic field/facility to be named/renamed and the reasons for the request.
3. The principal shall review all requests. In deciding upon the recommendation of any honoree, the principal shall consider the character and the contributions to the school and athletics of the honoree. The effects of the naming/renaming upon the school and community shall also be considered.
4. The principal shall submit all recommended requests to her/his School Council.
5. The School Council shall review all recommended requests and submit those it endorses to the Superintendent. In reviewing requests, the Council shall consider the standards noted in C3 above.
6. The Superintendent shall review all requests and make recommendations to the Board.

D. An Athletic Field/Facility Commonly Associated With The District

1. May not be named for a living citizen.
2. Requests shall be made in writing and submitted to the Superintendent or her/his designee. Said requests shall set forth evidence of the requestor's effort to both inform students, parents/guardians, graduates, the school's employees, and the community of the facility involved and the opinion of said constituents relative to the desirability of the request.
3. The Superintendent shall review all requests and made recommendations to the Board.
4. In reviewing requests, the Superintendent shall consider the standards noted in D3 above.

A district facility shall only be named or renamed upon the approval of at least six (6) of the nine (9) members of the Board.