

## NAMING POLICY

Naming a school facility (e.g. building, structure, or property) is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in this process. The Natick School Committee has the sole authority to approve the naming and renaming of facilities and subsections (e.g. classrooms, auditoriums, and gymnasiums) located on school property.

Names and/or wording associated with school facilities shall be consistent with school policies and promote messages aligned with the goals of the Natick Public Schools.

To the extent possible, approved names and/or wording should not restrict the use or function of a space.

The following is a recommended procedure for naming requests:

- Submission of a name for a school facility may be made by any Natick resident, business organization, individual school community, or the Superintendent in writing and should be made to the Chairman of the Natick School Committee.
- The written request should specify the intent of the requestor and the reasons why this particular name would fit with the facility. It should offer appropriate background information on the person or organization in the request. An offer of a financial contribution to the Natick Public Schools is welcomed but not required.
- For any naming request accompanied by a financial contribution, a standard gift agreement between the donor and the School Committee must be drawn up and approved at the same time as the name is voted. The standard agreement will specify the specific area named, the duration of the naming period, specific placement of naming materials, as well as the payment terms. These agreements will be considered part of the public record and kept on file by the School Administration for access by the public.
- The School Committee will introduce, discuss and vote according to the following practice, permitting room on the agenda
  - Upon receipt, the request will be sent to the School Committee Members.
  - The request will be announced at the next School Committee meeting and be made available to the public for review.
  - The request will then be presented as an agenda item at the following full School Committee meeting.
  - At the following meeting, the request will be presented as an agenda item and voted upon.
  - The timeline could be extended if high priority items do not allow sufficient time on the agenda for adequate discussion.

### **Ring of Honor:**

The Natick School Committee has established the “Ring of Honor” to recognize special members of the Natick community who have given tirelessly to benefit the Natick Public Schools, its students, and programs. The goal of the “Ring of Honor” is to recognize individuals who have made extraordinary efforts that distinguish them. The “ring” itself consists of standardized plaques located on the field house

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at Memorial Field. Nominations for this special honor should be submitted in writing to School Committee with a detailed explanation of why the particular individual should be considered for inclusion. The process otherwise follows the same one for naming requests described above.

**Memorials for Deceased Students and/or Staff:**

The School Committee recognizes that the death of a student or member of the staff is deeply felt by the school community. As places designed primarily to support learning, school facilities should not serve as the main venue for permanent memorials for students or staff.

Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships.

Any permanent memorials in existence before this policy was adopted can only be removed by a vote of the School Committee.

Approved by the Natick School Committee: November 6, 2017