

### NAMING OF FACILITIES

The Holmdel Township Board of Education shall utilize the following criteria and procedures when naming a school facility:

#### **A. DEFINITION:**

“Facilities” which may be named include, but are not limited to, school buildings, offices, athletic fields, and special purpose areas (i.e., gymnasiums, auditoriums, hallways, walls).

#### **B. CRITERIA:**

In the event that a facility may be named after an individual, the following criteria may be followed:

1. Facilities may be named after individuals who have (a) attended the Holmdel Township Public Schools; (b) worked for the Holmdel Township Board of Education; (c) lived in Holmdel Township and contributed meaningful service to the school district; or (d) achieved documented recognition in local, state or United States history.
2. Facilities may be named after individuals who would serve as role models for the students in the Holmdel Township Public Schools.

#### **C. PROCEDURE**

The Board of Education recognizes the importance of having community participation in the naming of school facilities.

1. The process for naming a facility may originate with (a) the Board of Education, (b) school personnel, (c) students currently enrolled in the Holmdel schools or graduates of the school district, or (d) community residents.
2. If the Board intends to name a specific facility (i.e., a new school), the intention shall be announced at a public meeting and through appropriate news releases to the local media. Members of the community shall be invited to make recommendations in writing to the Board of Education in care of the Superintendent's Office. After ample time has been allowed for recommendations, the President of the Board of Education shall establish an ad hoc committee or convene the Board's Buildings and Grounds Committee to review the recommendations and suggest a name to the full Board for approval.

NAMING OF FACILITIES (continued)

3. If the suggestions to name particular school facilities are unsolicited, they should be communicated in writing to the Superintendent of Schools and should include detailed information about the individual, the facility to be named, and the rationale for the recommendation. Also included should be a description of any costs involved with the naming and identification of who or what organization would be assuming the expense. These unsolicited suggestions will be considered by the Buildings and Grounds Committee and the full Board of Education.

**D. RECOGNITION**

1. An appropriate ceremony, hosted by the Board of Education or its designee, shall accompany the naming of a facility.
2. A suitable plaque, painting or other official designation of the name and individual shall accompany the naming process and, depending upon the facility and situation, the expense may be borne by the Board of Education or other organization or individual(s).

**SOURCE:** Regular Board Meeting

**DATE:** October 18, 1995

