

Policy Title:	Naming of School District Facilities	Policy ID:	
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I. Purpose of Policy

This policy sets out the process through which Hartford School District structures facilities and/or locations may be named in honor of employees, former employees, or those otherwise associated with the district.

This policy recognizes that this can be a sensitive subject, and it is provided to identify a clear path for those who wish to recommend the naming of significant HSD properties.

1. An application will be created to be completed by the individual(s) who are representing the individual to be honored. At a minimum the application will include:
 - a. Name of individual and a description of their service to the HSD and its' students - including a biography that details the role(s) that the individual played during their employ or association with the district
 - b. At least 5 letters of recognition written on behalf of the individual that outline their contributions.
 - c. The structure / facility / location to be so honored with an explanation of the relationship between the individual and that structure / facility / location.

2. On an as-needed basis, a District Naming Committee will be created and tasked with the review of naming applications and with making a recommendation to the Board of Directors regarding the applications.

3. The make-up of this committee is to be of three (3) individuals, who will be nominated by the Superintendent and approved by the Board of Directors.

The District Naming Committee may take one of the following actions with respect to applications:

- a. Recommending for adoption of the application
- b. Recommending against adoption of the application
- c. Sending the application back to those making the nomination with a request for additional information

The District Naming Committee will be ensure that the individual (or their heirs) wants to be recognized in this manner. The Hartford School District will not move forward with any application that does not have the support of the individual or the majority of their heirs.

4. The Board of Directors will make a determination with respect to the committee’s recommendation by either (a) accepting the Naming Committee’s recommendation, (b) rejecting the Naming Committee’s recommendation, or (c) asking for more information.

If a nomination is approved by the Board of Directors, the recognition will take the form of a common plaque mounted to the structure / property in the name of the individual with a short biography outlining their service to the HSD and its students.

In extreme cases, a determination may be made that it is in the best interest of the school district to remove a name from a facility. Given the gravity of such an action, the decision to remove a name from a facility should be made only after diligent deliberation by the Superintendent and the Board of School Directors acting together.

II. Policy Scope

All schools in the Hartford School District must comply with this policy.

III. Definitions

IV. Policy Statement

Legal Reference(s):

Responsible Owner:	Hartford School District	Contact(s): email	T.DeBalsi
Approved By:	HSD Board	Revision History:	
Approval History:			

Current Approval Date:	?/?/2019		
Related Polices & Procedures:	n/a		
Related Job Aids:			