

**Policy**

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**NAMING AND DEDICATION OF FACILITIES**

School facilities, both on school grounds and within school buildings, shall be named only by formal action of the board. In naming school facilities, the board shall strive to honor the traditions and high ideals of the school district and the community it serves. A school facility may be named to memorialize the outstanding service of a school district employee or officer. In recognition of outstanding service to the school district, the board may consider naming facilities after individuals who have not been employees of the school district.

School facilities shall include, but not be limited to, buildings, athletic fields, stadiums, gymnasiums, libraries, classrooms and multi-purpose rooms. Facility names shall be descriptive and/or significant to the schools and community. The board recognizes the importance for the entire community to participate in the facility naming process. In selecting a name, the board may consider individuals, geographical locations, general features of the area in which the school or facility is located and other names that are deemed appropriate by the board. If the facility is named for an individual, that individual must have made an outstanding contribution to the district, school, community, county, state or nation.

If the board intends to name a facility, the intention shall be announced at a public meeting. When more than one name is being considered for a school facility, the board may direct the superintendent to establish a special committee that may include community members and employees. The selection of the facility name shall be through a fair process, and reasonable measures shall be taken to prevent personal prejudice or favoritism, political pressure or temporary popularity from influencing the name selection. The board shall consider the recommendations of the superintendent and the committee, however, the final authority rests with the board.

A facility shall not be named in honor of a person who has any form of litigation against the school district or while that person's case remains open and subject to potential litigation.

**Process**

These guidelines shall apply to the selection of facility names:

- A. Each name shall be known to, and significant to, the people of the district;
- B. The names submitted shall not conflict with the names of other schools in the district;
- C. The selected name shall be displayed in a visible location and at an appropriate size suitable to the design of the facility;
- D. The board shall select the name of the new facility. In recognition of the efforts of those involved in the project, a plaque containing the following information shall be attached to a new building:
  1. The new school name;
  2. Board-approved construction date;
  3. Completion of dedication date;
  4. The names of individuals involved.
- E. A formal dedication ceremony may be conducted and to take place on a date and time specified by the board.

Dedications/Memorials

The Union Township Public Schools benefit from their residents' active participation in district operation. Numerous opportunities are available for residents to share their time, talents, and skills in order to advance the school district. The board of education recognizes the commitment and dedication to public service made by so many individuals within our community.

In addition to those who volunteer their time or service on behalf of the Union Township Public Schools, the district is equally fortunate to receive the services of dedicated staff. Pupils also vastly contribute to the quality inherent within our district.

Memorials and dedications in recognition of individuals within our district and community are guided by the following:

1. Classrooms and/or major areas within the schools may contain a recognition of the contributions of an individual, but not be named for that person (e.g. plaque, not to exceed 12 inches square);
2. Plaques (not to exceed 12 inches square), small monuments, artwork, books, and major pieces of equipment are appropriate symbols with which to recognize an individual's contribution or memory.

NJSBA Review/Update: March 2014  
Reviewed: November 2015  
Adopted: December 15, 2015

Key Words

Naming, Facility Naming, Dedication, Facility Dedication

**Possible**

**Cross References:** \*1140 Distribution of materials  
\*1330 Use of facilities  
\*3280 Gifts, grants and bequests  
\*3327 Relations with vendors

\*Indicates policy is included in the Critical Policy Reference Manual.