

Medway Public Schools
Medway, MA

SCHOOL COMMITTEE POLICY

Policy #45

Naming of Buildings and Facilities

On occasion, the Medway School Committee may determine that it is appropriate to name or dedicate a school or any specific part or location of the buildings or grounds of a school. Naming a school or any portion of a school facility is an important matter that deserves thoughtful attention. Personal prejudice, favoritism, political pressure, or temporary popularity should not be an influence in choosing a name. Therefore, the Medway School Committee designates the following procedures to be used when naming or dedicating a school or any portion of a school facility:

1. Naming or dedication requests shall be submitted in writing to the Superintendent, or any member of the School Committee, setting forth the name with sufficient biographical and/or other information for the full School Committee to consider.
2. At the direction of the School Committee, the Superintendent will place the dedication request on the agenda of a regular School Committee meeting for a first reading.
3. At a time determined by the School Committee, members of the school district community and/or public will be invited to appear before the School Committee to speak on the expressed intent of the School Committee in this regard.
4. At the direction of the School Committee, the Superintendent will place a formal motion on the agenda of an upcoming School Committee meeting for a vote.
5. After a successful vote, arrangements to officially name or dedicate a school or particular part or location of a school facility will be made in a reasonable amount of time.
6. Nominations for recognition on the Memorial School Plaque will be accepted and considered in the spring of each school year. A public announcement of the request will be made at a school committee meeting and an invitation to open nominations to any other interested parties will be entertained. The same procedure for selection as listed above will be followed.

The selection of individuals distinguished by naming a school department building or facility in their honor, or by placing their name in a location of honor, as well as the specific means by which the individuals are recognized, shall be at the sole discretion of the Medway School Committee.

First Reading: **September 6, 2007**
Adopted: **September 20, 2007**