

NAMING OF SCHOOL FACILITIES

The South Portland Board of Education acknowledges that the community may wish to recognize and honor the memory of individuals, now deceased, who made outstanding contributions to teaching and learning during their lifetime, and who exemplified the values of the South Portland School Department and of the community as a whole. The means by which those contributions might be memorialized include scholarships, special events or activities, or the naming of a facility.

Process:

There shall be a one year moratorium before any request will be considered by the School Board. Upon receiving a request to name a facility or part of a facility *in memoriam*, the School Board shall direct the Superintendent to convene an ad hoc subcommittee to review the request. The committee shall include the Superintendent and building principal as well as educator(s), parent(s), student(s) and other citizens, depending upon the nature of the request.

The person making the request will submit a detailed rationale supporting the request. After due deliberations, the committee will present its recommendation to the School Board. A vote of at least five members of the School board is required for the recommendation to be approved.

Criteria:

The criteria on which the committee will base its recommendation shall be:

- The honoree's outstanding contributions to teaching and learning
- The honoree's distinguished service to the students of South Portland
- The appropriateness of the recognition being given to the above service and contributions

Adopted: December 8, 2003