

# North Santiam School District

Code: **FF/FFA**  
Adopted: 2/20/14  
Revised/Readopted: 6/16/16  
Orig. Code(s): FF/FFA

## **Naming District Facilities, Memorials, Memorial Scholarships or School Hall of Fame**

### **Naming District Facilities**

The district recognizes that the official name selected for an district facility is a vital factor in the public image of the school system. The honor and integrity of the name selected reflects on both the district and the facility.

The general policy of the district is to name district facilities by location whenever possible, but they may be named for persons who have:

1. Attained prominence locally, in the state of Oregon and/or nationally; or
2. Attained prominence in the fields of education, science, art, statesmanship, political science, government; or
3. Attained prominence for an outstanding military, athletic, professional or historical achievement.

Such persons must be retired from active participation in educational activities and have outstanding citizenship with ethics beyond reproach.

### **Nominations and Decision to Name a District Facility**

Community members may submit a naming proposal by submitting a proposed name and a written explanation of why the nominee should be recognized and honored by the district. All proposals shall include a signed letter and petition signed by at least 30 residents of the district.

If the Board wishes to seek input from the public for options regarding the naming of a new school, building, facility or field (other than by location), the Board may solicit recommendations from the community by providing public notice at least four weeks prior to the submission deadline.

1. Review of Proposals to Name an Individual Building, Facility or Field

Upon receipt of a naming proposal, the Board may appoint a subcommittee of the Board or a separate advisory committee to consider the proposal and provide a recommendation for the naming of an individual building, field or facility at a school campus. The Board will provide a charge and a timeline to the committee.

## 2. Naming of a School

The Board will appoint an advisory committee to provide a recommendation to the Board on the naming of a school. The Board will provide a charge and a timeline to the committee. The committee shall consist of:

- a. At least two citizens who live within the immediate community served by the school;
- b. Two administrators or superintendent designees;
- c. One licensed teacher;
- d. One classified employee;
- e. One Board member; and
- f. One student.

The committee will seek community input for the school name proposals and will present a written recommendation to the Board at a regularly scheduled board meeting. The Board may either accept or reject the recommendation. If rejected, the Board may direct the committee to provide a new recommendation.

## 3. Recognition

Any building, facility or field named after a person who is not nationally known, shall have a plaque installed that describes the individual's contributions to education, the district, student activities, athletics or to the community at large.

## 4. Board Decision

The Board shall take action to name a school, building, facility or field at a regularly scheduled board meeting. The Board also reserves the right to leave any building, facility or field unnamed.

## **Memorials, Memorial Scholarships and Plaques**

The Board will consider the acceptance of memorial scholarships in honor of persons who have special significance to the students, the district or the community. A memorial plaque will be appropriately dedicated whenever a room or item is designated as a memorial in conjunction with a scholarship fund. Offers of memorial scholarships will be submitted to the superintendent together with information concerning the purpose of the memorial and administration of the scholarship fund.

Principals may receive items for his/her school as a memorial to a student or person having a special significance to the students of that school. Items received as memorials become the property of the district. Principals must inform the Board of any accepted memorial item or memorial plaque to be displayed at the school. Memorial items will be displayed for at least one year if accepted. The principal may remove any accepted memorial item after one year of display. All memorial plaques will describe the positive attributes or contributions that the person made to the school. The superintendent may establish guidelines for the acceptance of such temporary memorials. The Board must approve any item that requires additional maintenance or for those that are expected to be displayed for more than one year. This includes statues, fountains, trees, special plaques, etc.

## **School Hall of Fame**

Each school in the district may establish a Hall of Fame. Inductees into a school's Hall of Fame may be a former administrator, coach, licensed or classified staff member, a long-time school volunteer, school supporter or booster, a former athlete or student who attained extraordinary success or a person or business who did something extraordinary for the school.

The superintendent may adopt rules and procedures governing the establishment, maintenance, location, displays or presentation areas for any Hall of Fame established at an individual school.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.107](#)