

## NAMING OF SCHOOL FACILITIES

The School Board believes that the naming of a new or existing school facility, **or part of a facility**, is a major responsibility. ~~A request shall be made to the School Board for a naming request.~~ **Interested parties shall submit naming requests to the School Board.** The School Board shall appoint a committee made up of the Superintendent, two School Board members, a building administrator, a teacher, a parent, and a community member. ~~No committee member shall be involved in the naming request.~~ **The requesting party shall not be a member of the committee.** The committee will study the naming proposal and make a recommendation to the School Board.

The Board shall not name, re-name, or change the name of any existing school facility, **or part of a facility**, for any individual, couple, or family whether living or deceased, **unless there is universal support for this request.** The Board encourages individuals who seek to honor or memorialize an individual, couple, or family to establish a scholarship or endowment fund.

The ~~Cape Elizabeth School~~ Board shall make every effort to respect the preference of the **committee; community**; however, final decisions on the naming of a school facility, or part of a facility, shall rest entirely ~~on~~ with the **School Board and, as applicable, Town Council.**

Cross reference:       FFAA - Memorial Scholarships and Gifts  
                              Town of Cape Elizabeth Naming of Facilities Policy

Adopted:                May 8, 2007  
Reviewed:              June 11, 2013  
Revised: