

**Naming / Renaming of School Buildings, Components of Buildings, and / or School Grounds**

The naming and/or renaming of school buildings, ~~components of major portions of~~ buildings (e.g., media center, auditorium, gymnasium, field, etc.) and/or school grounds It is the responsibility of the Madison Board of Education (the “Board”) ~~to name school buildings, components of buildings and school grounds.~~ In fulfilling this responsibility, the Board will consider community preferences. The decision will be based upon ~~the~~ Board’s assessment of the special significance of a name or, in the case of an individual, exceptional service to the children of Madison. Such recognition requires substantial support and comprehensive review.

It is the policy of the Board to name school buildings as close as possible to the time construction begins in order to lessen any confusion about new schools. When naming or renaming new buildings, ~~components major portions of~~ buildings, or school grounds, the Board shall formally identify the need for a naming process, if any, for the identified location.  
~~In the naming of a previously unnamed building, the Board shall establish a sub-committee as described below to receive community input and to make a recommendation.~~ The names of buildings that are not regularly used by students shall be generic (e.g., i.e.: Maintenance Building) and shall be the sole responsibility of the Board of Education.

The Board shall establish a committee, consistent with Board Policy 9460, to expedite and facilitate the Board’s decision regarding whether and how to name a new building, ~~component major portions of~~ a building, or school grounds. The Board shall seek the advice of the Superintendent before establishing or dissolving a committee. Such committee shall be established and dissolved by Board vote, and the members of the committee shall be appointed by the Board. The committee shall be comprised of the Chair of the Board of Education (ex officio), Superintendent (ex officio), one or more a Board members, the building principal, faculty members, parents/guardians, community members, and, if appropriate, students.

The Board will establish the scope of and schedule for the committee’s work, which shall include, but not be limited to, recommending potential names for consideration by the Board and any criteria the Board wishes to be considered in the process.

At a minimum, if any of the committee’s suggestions reflect the name of an individual,

40 such individual must be shown to have had a broad-based, long-term impact on the  
41 Madison Public Schools (the “District”) and its community. Individuals to be considered  
42 shall (1) have served in the continuous employ of the Madison Board of Education for an  
43 extended period, usually in excess of ten years, with the name being submitted after the  
44 individual’s separation from compensated service for a minimum period of one ~~(1)~~ year;  
45 or (2) be a non-employee of the Madison Board of Education who has made an  
46 exceptional contribution to the children of Madison for an extended period. Particular  
47 attention shall be given to local candidates with a record of outstanding achievement and  
48 public service, as evidenced by at least ten (10) letters of recommendation.

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50 ~~When The Board of Education will determine when considering names for a component~~  
51 ~~of a building, is of sufficient nature to be assigned a name. A proposal to name a~~  
52 ~~component of a building such names shall meet additional criteria, including but not~~  
53 ~~limited to : the component shall being representative of a curricular discipline and the~~  
54 ~~individual shall be recognized as appropriate to that component.~~

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56 The committee shall follow the provisions of the Freedom of Information Act as required  
57 by state law. In addition, opportunities for public input must be made available prior to  
58 the committee's recommendation to the Board. Such opportunities for public input must  
59 be publicly announced in newspapers and on the District website. ~~The process shall be~~  
60 ~~initiated by action of the Board of Education or by presentation to the Board of a petition~~  
61 ~~representing the signatures of one hundred (100) registered voters of the Town of~~  
62 ~~Madison. Once initiated, the Chairperson of the Board of Education shall select a~~  
63 ~~sub-committee for the purpose of reviewing the proposal. The sub-committee shall~~  
64 ~~consist of the following minimum representation:~~

65 #7551 (continued)

- 66  
67 ~~The Chair of the Board of Education (ex officio)~~  
68 ~~The Superintendent of Schools (ex officio)~~  
69 ~~(1) member of the Board of Education~~  
70 ~~(1) administrator~~  
71 ~~(1) teacher~~  
72 ~~(1) parent of a student enrolled in the Madison Public Schools~~  
73 ~~(2) residents of the community not represented above~~

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76 ~~The Board of Education shall make public notice of the formation of the subcommittee~~  
77 ~~and its charge for the purpose of encouraging representative communication. The initiator~~  
78 ~~of the request shall bring before the subcommittee the following documentation /~~  
79 ~~exhibits.~~

80  
81 For an individual:

- 82 ~~• evidence of outstanding achievement~~
- 83 ~~• resume of public service~~
- 84 ~~• ten (10) letters of recommendation~~ For a name other than that of an individual:
- 85 ~~• a written presentation of the special significance of the name~~

86 ~~The committee shall propose a list of not more than five (5) names to the Board for Board~~  
87 ~~consideration.~~

88 ~~The sub-committee shall validate the documentation and meet with any and all~~  
89 ~~individuals or groups it deems appropriate.~~ It shall present its recommendation to the  
90 ~~Board of Education~~ in accordance with Board of Education bylaws and policies.

91 ~~The Board retains the right to make the final determination in the naming of school~~  
92 ~~buildings, components major portions of buildings, or school grounds. This policy~~  
93 ~~notwithstanding, it is the intent of the Board that the naming of major portions of~~  
94 ~~buildings and school grounds occur infrequently and on a limited basis.~~

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96 ~~Once an individual has been recognized in this manner~~ Similarly, the Board will consider  
97 ~~renaming a school building, component major portions of a building, or schools grounds~~  
98 ~~, it will be the policy of the Board not to rename the facility. Should substantial evidence~~  
99 ~~be provided that would indicate that such recognition is only after determining that a~~  
100 ~~current name is no longer appropriate, as indicated by , a subcommittee of similar~~  
101 ~~structure as outlined above would be established for review. Action to remove this~~  
102 ~~recognition would require a minimum of seven affirmative votes 2/3 affirmative votes of~~  
103 the membership of the Board of Education.

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105 (cf. 9460 Advisory Committees)

106 (cf. 9540.8 Voting Method)

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108 #7551 (continued)

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110 Date of Adoption: October 2, 1984 as 7144

111 Date of Revision: May 17, 1988

112 Date of Revision: February 26, 2002

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