

**WINSLOW PUBLIC SCHOOLS  
25 MESSALONSKEE AVE.  
WATERVILLE, ME 04901**

**NAMING OF FACILITIES**

As Winslow Public Schools' facilities are a source of pride for the community and a reflection of the commitment of the citizenry to the education of our children, the Board believes that naming a school facility is a matter of importance that deserves thoughtful attention.

The Board considers facilities to include buildings, building additions, designated areas within buildings (e.g. gymnasiums and libraries), and athletic fields and stadiums. It is the intention of the Board that names shall be attached to facilities in perpetuity.

The following criteria must be met when naming a facility:

1. Facility names should have special meaning to citizens and be supportive of education and community values.
2. Facilities may not be named for a business, an organization, or another institution.
3. To name a facility after a person the following additional criteria must be met:
  - a. The naming of a facility after a person will only be in recognition of particularly distinguished service to the school, community, state, or nation.
  - b. The reputation of the person concerned will be carefully considered before a facility is named after that person. Where the reputation of a person, after whom a facility is named, suffers substantially, the Board may change the name of the facility.
  - c. A facility will not be named after a person who is still actively associated with the school. A period of at least two years must pass after a person's death, retirement, or end of service before consideration is given to name a facility after an individual.

The following process will be followed when naming a facility:

1. Proposed names may be submitted by anyone including the public, students, and staff.
2. The policy committee will review any proposals.
3. Only proposals with the majority support of the policy committee will be forwarded to the Board for consideration.
4. Once approved by the Board for first reading, the recommendation will be forwarded to the Town Council for consideration before the Board's second reading
5. Neither the policy committee nor the Board will disclose the name of the person to be honored through the naming of a facility until the permission of that person or, if deceased, a family representative has been obtained.

**ADOPTED:** March 28, 2011

**SOURCE:** Board Policy