

Bartlett City Board of Education		3012
Descriptor Term: NAMING OF SCHOOLS AND SCHOOL FACILITIES	Descriptor Code: Support Services	Issue Date: 06/23/2014
	Rescinds:	Revised: 11/16/2017

1 All BCS buildings, facilities, and parts or areas thereof shall be named in accordance with the
2 following policy. No BCS real property or any improvements shall be named unless done so in
3 accordance with the following guidelines.

4 Naming of Schools

5 All school buildings shall be named prior to the school's opening for use. No school shall be
6 named for a living person, and the designated name shall properly recognize the importance of
7 the building to the District and the Bartlett community. A school name shall reflect any of the
8 following qualities:

- 9 1. The community or geographic marker specifying the school's location;
- 10 2. A significant landmark identifying the school's location;
- 11 3. A person or entity who has made significant contributions to the nation, the state, Shelby
12 County, the City of Bartlett, or Bartlett schools based upon any or all of the following
13 criteria:
 - 14 a. Exceptional support of and service to public education or Bartlett students;
 - 15 b. Outstanding citizenship and character;
 - 16 c. Service to the community;
 - 17 d. Exemplary ethical standards;
 - 18 e. Financial donations to Bartlett public schools;
 - 19 f. Any other relevant information.
- 20 4. Any other relevant name consistent with this policy.

21 The naming of school buildings requires prior approval of the Bartlett City Board of Education,
22 and the selection of a name shall occur as follows:

- 23 1. At least sixty (60) days prior to the naming of a school, the Board shall announce its intent
24 to name a school facility at its regularly scheduled Business Meeting and on the District
25 website. The Board may make additional announcements as necessary. The notice shall
26 include a public invitation to suggest a school name and the method by which the District
27 will receive public suggestions.
- 28 2. Following the sixty (60) day suggestion period, the Superintendent shall convene and
29 consult a representative group of stakeholders in naming the school.
- 30 3. At the first regular Business Meeting following the suggestion period, the Superintendent
31 shall present to the Board the list of public suggestions, the stakeholder recommendation,
32 and the Superintendent's recommendation. The Superintendent may select any name he
33 or she deems appropriate and consistent with this policy.
- 34 4. After receiving all recommendations, the Board shall approve a school name. In taking
35 such vote, the Board may select any name it deems appropriate and consistent with this
36 policy.

1 Naming of School Facilities or Parts or Areas Thereof

2 A school facility or part or area thereof means any structure, facility, or component of a BCS
3 school. Such components include, but are not limited to, athletic facilities, athletic fields,
4 playgrounds, walls, hallways, rooms, courtyards, lawns, gardens, interior streets, or any feature
5 of a school's real property or its improvements. All names of school facilities or parts or areas
6 thereof shall reflect the qualities for naming a BCS school.

7 School facilities or parts or areas of school facilities shall be named when deemed appropriate by
8 the principal, the Community Outreach Coordinator, and the Superintendent. The principal shall
9 propose a name to the Community Outreach Coordinator. If the school facility, part, or area for
10 naming is located on grounds where a school is not located, the Director of Operations shall make
11 such recommendation. In proposing a name, the principal or Director of Operations shall set forth
12 the basis for his/her recommendation giving consideration to the qualities for naming a BCS
13 school. If the suggested name is that of a place or a thing, the principal or Director of Operations
14 shall acknowledge the significance of such name relative to the facility and any other relevant
15 information for the Superintendent's consideration. The Community Outreach Coordinator will
16 submit all requests to name school facilities or parts or areas thereof to the Superintendent. If the
17 Superintendent approves the recommendation, then he or she shall present the name to the
18 Board for decision or approval at the next regularly scheduled Business Meeting.

19 The Board may approve, deny, or amend any request to name a BCS school facility. As with
20 naming a public school, the Board may select any name it deems appropriate and consistent with
21 this policy.

22 Restrictions

23 The names of public schools, facilities, and parts and areas thereof must be consistent with the
24 educational mission of Bartlett City Schools. Any name which is inconsistent with the District's
25 mission or values is prohibited. The Board reserves the right in its sole discretion to change or
26 eliminate at any time, in whole or in part, the name of any BCS school, facility, part, or area. The
27 District retains all authority to govern the use of the school or facility being named and to make
28 programmatic changes to such school or facility at any time.

29 Termination of Naming Rights

30 The District may change or revoke the naming of a facility at any time should it discover
31 information about the current name that would render it ineligible under the naming requirements
32 set forth in this policy. The Board shall remove the name of a school or facility when the name no
33 longer accurately reflects the name of the original marker, person, or entity granted approval
34 under this policy.