



## 7960 B

### Dedication of Rooms or Areas

### *Regulation 7960 B*

Original Adoption: 06/14/1988

Effective Date: 06/15/2011

Revision Dates: 02/26/2008, 06/14/2011

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#### **I. PURPOSE**

The purpose of this regulation is to establish the procedure for the dedication of a name for a room or area within or on district property for a specific person or organization.

#### **II. GENERAL STATEMENT OF REGULATION**

A. Individual rooms, areas, athletic fields or facilities within or on a district property may be named to honor a specific individual or organization.

B. If the room, area, athletic field or athletic facility is part of a building housing a school program the proposal for the honorific should come from the school's site council.

1. The site council shall seek appropriate input from community, students, parents and school staff and the district facilities department in developing a recommendation.

2. The principal shall forward the recommendation for a dedication and the name selected by the site council to the Superintendent with supporting rationale and evidence of support for the recommendation.

3. The Superintendent shall review the submitted recommendation and approve or disapprove the recommendation. Approved recommendations shall be submitted to the Board of Directors for approval. Disapproved recommendations shall be returned to the submitting group with the reason for the disapproval given.

C. If the room, area, athletic field or athletic facility is not part of a building housing school programs, but is other district property, the proposal for the honorific should come from the Superintendent.

1. The Superintendent shall seek appropriate input from community, parents, students and staff, including specifically the facilities department.

2. The Superintendent shall present the recommendation to the Board of Directors along with a rationale and evidence of support for the recommendation.



- D. Once the recommended name for a room, area, athletic field or athletic facility has been approved by the Board of Directors, any changes to that designation must follow the rules for changing names of buildings.
- E. Recognition of donation or assistance in the decoration, outfitting, or equipping of a room, area, athletic field or athletic facility may be made through appropriate signage at the site, however such recognition does not name the area for purposes of District policy and regulations.

***Cross References:***

MPS Policy 3280 (Gifts, Grants and Bequests)

MPS Policy 7960 (Naming Schools and District Property)

MPS Regulation 7960 C (Changing Names)