

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

NAMING OF FACILITIES

It is the policy of the Clarksville-Montgomery County School System that recommendations for naming of school facilities or portions of school facilities should be brought to the Board of Education for approval.

New schools must be named according to the area the building will be located in or it may be named after a previously existing Montgomery County school. CMCSS schools will not be named after individuals.

The Chief Operations Officer is charged with gathering community and district input and presenting recommendations for the naming of new schools or portions of school facilities to the Director of Schools. The Director of Schools will provide the Board with staff recommendation. The Board of Education, under its governance policies, makes the final decision on all naming of new schools and portions of schools/facilities (including athletic fields, stadiums and field houses).

A recommendation for naming a school facility or a portion of a school facility in honor or in memory of a citizen may be considered. For a name to be considered, the person should have some connection to the Montgomery County community and have a history of major positive accomplishments or exemplary service. If they have been an employee with the school system, they must have been retired for at least two years or deceased before being considered.

Requests to consider a particular name for a portion of a school/facility should be sent in writing to the Chief Operations Officer and should include a letter of recommendation and two petitions in support of each naming recommendation. One petition will include signatures from at least 25 percent of the school's faculty and staff, and a second petition will include a minimum of 50 signatures from the community representing that school zone.

The Board may revoke the naming if it is determined that the individual whom the portion of the school facility is named for is found to have committed any act that brings discredit upon the Clarksville-Montgomery County School System.

Implementing Procedures: None

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/19/13		Initial Release
4/15/13		Reviewed, no change
3/2/15	A	Added: portion of schools/facilities throughout; schools will be named according to area located or after former county school; requirement for letter of recommendation and two petitions; right to revoke the naming

*** End of Policy ***