

Administrative Guidelines

L'Anse Creuse Public Schools – Office of the Superintendent

Article XI. Facilities and Operations

Section 6. AG2 – Naming and Dedication of Facilities/ Hall of Distinction

NAMING AND DEDICATION OF FACILITIES/HALL OF DISTINCTION

Naming Facilities in Honor of a Prominent Individuals

School Buildings and facilities such as; auditoriums, gymnasiums, athletic fields, multi-purpose rooms, media centers or nature centers, may be named in honor of prominent persons who have made significant contributions to the purposes of education or to the community at large. In the event a school building or facility may be named after a district employee or member for the Board of Education, the naming process shall begin only after the person has been separated from the district for a minimum of one year. When deemed appropriate, this provision can be waived by a majority vote of the Board of Education.

Hall of Distinction Honorees

Hall of Distinction Honorees are individuals who have made significant contributions to the district who have not been recognized by other means, and to provide a tangible means of presenting the history of the district to the general public.

Proposals

Proposals to name a school building or facility or to nominate a Hall of Distinction Honoree must reflect broad community and/or site-based involvement, and the process prescribed herein must be followed in full. The process is as follows:

1. An ad hoc committee initiates a written proposal and submits the proposal to the Superintendent or designee by May 15.
2. The proposal is forwarded to the District Naming/Nominating Committee.
3. The District Naming/Nominating Committee evaluates the proposal(s).
4. The District Naming/Nominating Committee makes a recommendation to the Superintendent.
5. Final approval of all names of school buildings and facilities and Hall of Distinction Honorees rests solely with the Board of Education.
6. The Hall of Distinction ceremony will be scheduled in early fall, naming of facilities or schools ceremonies will be schedule as appropriate for the facility/building.

Ad Hoc Committee

An individual or group may form an ad hoc committee to propose a name for part or all of a school building or facility or to nominate a Hall of Distinction Honoree. The proposal may be secured from

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the Superintendent's office. Completed proposals are returned to the Superintendent's office and then forwarded to the District Naming/Nominating Committee.

The proposal for the naming of a school building or facility submitted by the ad hoc committee must be completed utilizing the format in the attached forms (Attachment A), with rationale in all of the following categories:

1. Significant contributions to school/community
2. Outstanding personal/professional characteristics
3. Years of service to L'Anse Creuse Community (if applicable)
4. Professional/community affiliations
5. Educational impact on students/staff/community
6. Relevant association to school building or facility to be named

Letters in support of the naming, addressing the criteria above, are required from:

1. Students (minimum of two letters)
2. Staff (minimum of two letters)
3. Community (minimum of two letters)

Expenses incurred in the naming of a school building or facility shall be identified and may become the responsibility of the ad hoc committee. A proposed budget (Form 2) shall be submitted with the naming proposal. The naming proposal shall be submitted to the District Naming Committee for evaluation.

The proposals for the nomination of a Hall of Distinction Honoree submitted by the ad hoc committee must be completed utilizing the format on the attached forms (Attachment B) with rationale in all of the following categories:

1. Significant contributions to school/community and their support to a meaningful and fulfilling education for students
2. Outstanding personal/professional characteristics
3. Contributions above and beyond position

Letters in support of the nomination for the Hall of Distinction Honoree, addressing the criteria above, are required from:

1. Current or former L'Anse Creuse supervisor or colleague
2. Current or former student or parent of student
3. Other letter(s) of support

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Expenses incurred in the nomination of a Hall of Distinction Honoree shall be the responsibility of the ad hoc committee (estimated at \$250).

District Naming/Nominating Committee

The District Naming/Nominating Committee shall be appointed by the Superintendent of Schools and composed of a representative from each of the following (Attachment C): the Curriculum Department; the Human Resources Department; the Business Department; building administration; non-administrative employees and the community.

The District Naming/Nominating Committee convenes to verify that the process has been completed in full. The District Naming/Nominating Committee evaluates the proposal(s) and makes recommendation to the Superintendent. The District Naming/Nominating Committee is dissolved after the process is completed for a specific proposal.

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Attachment A - Naming Facilities

FORM 1

NAMING FACILITIES IN HONOR OF A PROMINENT INDIVIDUAL - PROPOSAL

Facility _____ Date _____

Proposed Name of School Building/Facility _____

Members of Ad Hoc Committee (add additional names if needed):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Check List:

Rationale:

1. ___ Significant contributions to school/community
2. ___ Outstanding personal/professional characteristics
3. ___ Years of service to L'Anse Creuse Community Schools (if applicable)
4. ___ Professional/community affiliations
5. ___ Educational impact on students/staff/community
6. ___ Relevant association with school building/facility to be named

Student Letters (minimum of two): Staff Letters (minimum of two):

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |

Community Letters (minimum of three):

1. _____ 2. _____ 3. _____

Budget (see Form 2): _____

Date forwarded to District Naming/Nominating Committee _____

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Attachment A - Naming Facilities

FORM 2

NAMING FACILITIES IN HONOR OF A PROMINENT INDIVIDUAL – BUDGET

Facility _____ Date _____

Proposed Name _____

Signage: \$ _____

Installation: \$ _____

Yearly Maintenance: \$ _____

Electricity: \$ _____

Miscellaneous: \$ _____

(Please List)

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Attachment B - Hall of Distinction

FORM 1

L'ANSE CREUSE PUBLIC SCHOOLS HALL OF DISTINCTION – SCORING RUBRIC

Criteria	Possible Points	Points Awarded
Nominee's Personal Professional Statement		
A. Profile of Contributions (50-100 words)		
• Relative to student/district achievement	10	
• Addresses all areas of the prompt	5	
• Substantial use of evidence throughout	5	
• Includes 50 to 100 words	5	
B. Why nominee chose involvement in district (50-100 words)		
• Relative to student/district achievement	10	
• Addresses all areas of the prompt	5	
• Substantial use of evidence throughout	5	
• Includes 50 to 100 words	5	
C. Contributions above and beyond position (50-100 words)		
• Relative to student/district achievement	10	
• Addresses all areas of the prompt	5	
• Substantial use of evidence throughout	5	
• Includes 50 to 100 words	5	
Letters of Support/Recommendation		
• Current or former L'Anse Creuse supervisor or colleague	10	
• Current or former student or parent of a student	10	
• Any letter of support	10	
Nominee's Education, Experience, and Special Recognitions		
• Education	5	
• Professional Experience	10	
• Publications	20	
• National Awards	20	
• State Awards	20	
• Local Awards	20	
TOTAL POINTS		

Comments

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Attachment B - Hall of Distinction

FORM 2
L'ANSE CREUSE PUBLIC SCHOOLS HALL OF DISTINCTION –
NOMINEE INFORMATION SHEET

Nominee Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Alt Phone _____

E-mail _____

Total years of nominee's relationship with L'Anse Creuse Public Schools _____

Permission and Verification Statement

I give permission for this nomination form and the accompanying materials to be shared with person interested in promoting the L'Anse Creuse Public Schools Hall of Distinction. I acknowledge that the information in this packet is true and correct.

Nominee or Representative Signature _____ Date _____

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FORM 3

L'ANSE CREUSE PUBLIC SCHOOLS HALL OF DISTINCTION – NOMINEE'S EDUCATION, EXPERIENCE, AND SPECIAL RECOGNITIONS

(Please use additional pages to complete, as necessary)

Education: Listing the most recent first, identify all post high school degrees earned. (Include continuing education and professional growth)

Degree	College/University	Year

Professional Experience: Listing the most recent (current) assignment first, and identifying nominee responsibilities.

Year	Institution/School

Publications: List nominee publications, if any:	Title	Publisher

National Awards		
Name of Award	Sponsoring Organization	Year

State Awards		
Name of Award	Sponsoring Organization	Year

Local Awards		
Name of Award	Sponsoring Organization	Year

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Attachment C - Naming Facilities/Hall of Distinction

NAMING FACILITIES IN HONOR OF A PROMINENT INDIVIDUAL/ NOMINATING HALL OF DISTINCTION HONOREE

DISTRICT NAMING/NOMINATING COMMITTEE

Naming of Facilities in Honor of Prominent Individual

Facility _____ Proposed Name _____ Date _____

Nominating Hall of Distinction Honoree

Proposed Honoree _____ Date _____

Representatives:

Curriculum Department _____

Human Resources Department _____

Business Department _____

Building Administrator _____

Community Member _____

LCPS Employee _____

Evaluation Summary: _____
