



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

NAMING OF SCHOOL FACILITIES | 5010.2

The district will, from time to time, receive requests to name stadiums, fields, and other school facilities for an individual. Individuals currently holding an elective political office, district employees and members of their immediate families, and Red Clay Board of Education members and members of their immediate families shall be ineligible for these requests.

For purposes of this administrative memorandum, the procedure for naming facilities can be broken into two categories: 1) procedure for naming existing spaces, and 2) procedure for naming new spaces (e.g., new schools).

Procedure for Naming Existing School Facilities

The procedure for naming an existing facility shall be as follows:

1. The initial request to name the facility must be submitted in writing to the Office of the Superintendent by a Sponsoring Organization. The request must be on official letterhead of that organization. Requests from individuals will not be accepted.
2. The request must be accompanied by an application containing the following:
 - a. Rationale for the request, which must include a detailed history of the individual's contribution to the school and the community, noting such information as years of service, awards, and accomplishments
 - b. If financial resources will be needed, a budget that indicates the following:
 - i. Amount of money to be raised
 - ii. How the money will be raised
 - iii. Person(s) responsible for raising the money
 - c. 100 signatures from individuals in the community who support the effort
 - d. Two letters of support from state legislators who represent the Red Clay Consolidated School District
 - e. Five letters of recommendation from former co-workers/students who have had contact with the individual
 - f. A letter of consent from the building principal
 - g. A letter of consent from the executive committee of the PTA/PTO
3. In addition, the Sponsoring Organization must submit to the Office of Facilities a plan for the installation of any signs, plaques, or other similar materials.
4. Complete applications will be evaluated by a Review Committee that shall consist of one building-level administrator, one central office administrator, one teacher, one parent, and one Board-appointed member. The committee will select one



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application to be recommended to the Board, based on the district's general criteria for names (as outlined in this administrative memorandum).

Office Responsible	Authorizing Code	RCCSD Board of Education Policy 5010	Issued April 17, 2007
References	Assistant Superintendent		Revised November 5, 2012
	N/A		



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5. The committee's recommendation will be presented to the Board at a regularly scheduled Board meeting. At the discretion of the Board, the Sponsoring Organization may be asked to give a presentation at this meeting.
6. The district will coordinate a public comment period to begin upon the committee's presentation to the Board and to conclude prior to the Board's action on the recommendation. The district will publicize the public comment period during the presentation to the Board and on the district website.
7. Following the public comment period, the Board will vote on the committee's recommendation at a Board meeting.
8. In conjunction with the Office of Facilities, the Sponsoring Organization will submit a plan for the implementation of the name change, including timeline, activities, and events associated with the name change.

Procedure for Naming New School Facilities

The naming of a new school building is a rare opportunity to recognize an individual who has provided significant contributions to society, education, and/or the Red Clay community. A preference is given to Delawareans who have provided these contributions.

The procedure for naming a new facility shall be as follows:

1. The district will coordinate a public comment period where nominations will be solicited from the Red Clay community.
2. Nominations must be accompanied by an application containing the following:
 - a. 100 signatures from individuals in the community who support the effort
 - b. Two letters of support from state legislators who represent the Red Clay Consolidated School District
 - c. Five letters of recommendation from community members including current/previous Red Clay employees, residents of the Red Clay Consolidated School District, and current/former students of the Red Clay Consolidated School District (or its component districts prior to 1981)
3. Complete applications will be evaluated by a Review Committee that shall consist of one building-level administrator, one central office administrator, one teacher, one parent, and one Board-appointed member. The committee will select one application to be recommended to the Board, based on the district's general criteria for names (as outlined in this administrative memorandum).
4. The committee's recommendation will be presented to the Board at a regularly scheduled Board meeting. At the discretion of the Board, a sponsor may be asked to give a presentation at this meeting.
5. The district will coordinate a public comment period to begin upon the committee's presentation to the Board and to conclude prior to the Board's action on the



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recommendation. The district will publicize the public comment period during the presentation to the Board and on the district website.

Office Responsible
References

Authorizing Code
Assistant Superintendent
References
N/A

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6. Following the public comment period, the Board will vote on the committee's recommendation at a Board meeting.
7. Any costs other than typical building signage related to the naming of the facility shall be borne by a Sponsoring Organization/individual. Any efforts related to this shall be coordinated with the Office of Facilities.

General Criteria for Names

When evaluating names, the following general criteria shall be followed:

1. Names submitted for consideration may:
 - a. be known and significant to the community, students, and staff; or
 - b. relate to local neighborhoods; to relevant geographic areas; to places of historical, geographical, geologic, or cultural significance; or to indigenous and characteristic flora or fauna; or
 - c. be persons or groups of persons who have demonstrated international, national, state, or local leadership in the fields of education, arts and sciences, or public service; or
 - d. be thematic to reflect the character of the community culture and history; or
 - e. reflect features of the facility or program type, and mission of the facility.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.