

NAMING OF SCHOOL FACILITIES

The Gorham School Facilities are a source of pride for our community. They are a tangible reflection of the commitment of the citizenry to the education of our children. The Gorham School Committee acknowledges that the community may wish to recognize outstanding citizens and educators by naming specific school facilities in their honor. Such recognition should be relatively rare and should be based on the values of the Gorham School Department and the community as a whole. Therefore, the School Committee may choose to name all school facilities or portions thereof, only after careful consideration.

The Gorham School Committee will consider requests to name a building; a portion of a building; building furnishings, equipment, and artwork; a campus; or a portion of a campus for persons or organizations that have made significant contributions of time, talent, or treasure to the Gorham Schools. The person or group making the request must follow the process outlined below. If successful, the person or group must agree to provide appropriate recognition, such as a plaque or marker, as determined by the School Committee for the school.

The Process

The person or group making the request must first meet with the Superintendent of Schools and other appropriate school or program leadership to review the request for naming a school facility in honor of someone. During this initial meeting or series of meetings, information will be gathered regarding the request such as (but not limited to):

- Identified contribution of the individual(s) / business to the Gorham Schools;
- Identified contribution of the individual(s) / business to the service of children in Gorham;
- Identified contribution of the individual(s) / business to the Community of Gorham;
- Identified length of service to the Gorham Schools or Community of Gorham;
- Identified alignment to values of the Gorham Schools or Community of Gorham;
- Identified possible funding levels for each naming opportunity.
- An overall summary of the request for naming whether it be a school, a portion of a building, furnishings, etc.;
- A proposal for the type of plaque or signage requested to include requested language; and
- A recommendation of the Superintendent and/or designee to the School Committee.

Once this information has been gathered, and the Superintendent makes a recommendation, the request will be brought before the School Committee. The School Committee may then create an ad hoc sub-committee to review the request for naming a school facility in honor of someone. Depending on the nature of the request, the sub-committee may include a Town Council Representative and/or other school staff members.

The sub-committee will then make a recommendation to the School Committee. The School Committee will consider the recommendation at no fewer than two meetings, so that the public may have an opportunity to provide input. A two-thirds vote of the School Committee is required for the recommendation to be approved.

If the School Committee approves the recognition, it will then be forwarded to the Town Council for final approval.

The Superintendent of Schools shall develop administrative regulations necessary to implement this policy.

Adopted: June 13, 2001
 Reviewed: June 12, 2002
 Reviewed: April 8, 2015
 Amended: March 9, 2016
 Amended: November 9, 2016