

**Board of Education Policy 9.3000**

**Administrative Procedure  
Naming of Portions of School Facilities**

The following administrative procedures are established to assist in the naming of portions of school facilities:

Individual buildings, rooms, stadiums, or other structures located on property owned or operated by the Catawba County Board of Education may be named for persons or organizations who have rendered extraordinary services to the school system, provided, however, that, at the time the naming takes place, the individuals so honored are no longer employed with the school system and the following process is followed:

1. Individuals or organizations so honored must be recommended and sponsored through group nomination (e.g., faculty, students, advisory board, boosters organizations, etc.) as opposed to individual nomination;
2. Individuals or organizations so honored must have made substantial contributions to the school system, either through personal service or the dedication of resources and revenues to the school; and
3. The request to honor an individual or organization must be presented to the school principal who will then convene a school committee composed of the following individuals:
  - Principal
  - Two teachers
  - One advisory board member
  - One student (an elected student body leader)
  - Two parents (lay leaders from school support groups)
  - One community lay person (an elected official or community leader); and
4. The committee will review the request ensuring that the contributions of other groups, organizations or individuals are not diminished by the honoring of one particular individual or organization; and
5. Once the request has been reviewed and acted on by the school committee, it shall then be forwarded to the superintendent's office for further review and appropriate recommendation to the Catawba County Board of Education.

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Superintendent

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Date