

# SMYRNA SCHOOL DISTRICT *PROCEDURE*

---

<b>Section:</b>	<b>1000 Community Relations</b>	<b>Office Responsible:</b>	<b>Superintendent</b>
<b>Procedure:</b>	<b>1250R: Naming or Renaming of District Property</b>		
<b>Related Policies:</b>	<b>1250: Naming or Renaming of District Property</b>		

## **I. Purpose**

To establish an equitable process by which the Board of Education can assume its responsibility for naming or renaming school facilities.

## **II. Definitions**

**District Property:** For this policy, district property shall include any building structure, or land owned/operated by Smyrna School District.

## **III. Procedure**

- A. The Board of Education will direct the superintendent or designee to establish a selection committee. This committee will include representatives from the following groups:
  1. District level administrator
  2. Building level administrator
  3. Smyrna School District educator
  4. One community member from the Smyrna School District
  5. One student from the Smyrna School District
- B. The superintendent or designee will compile a list of potential names for district property. This list will be created after gathering input from various sources, with the need for naming or renaming being advertised publicly.
- C. Community member within the Smyrna School District may submit name suggestions during a designated period, which will last no fewer than 30 days.
- D. The naming process will be advertised using multiple platforms including the district's website, email, social media, and automated calls/messages. These same platforms will be used to invite the community to suggest names.
- E. The selection committee will narrow the list of five names, which will then be presented to the Board of Education for review.
- F. The final decision on the name will be made by the Board of Education through a vote.

# SMYRNA SCHOOL DISTRICT *PROCEDURE*

---

Approved by:



---

Susan P. Brown, Ed. D., CSBA  
Superintendent of Schools  
Adopted: 10/16/24  
Revised: