

560 NAMING OF SCHOOL BUILDINGS OR FACILITIES

I. PURPOSE

This purpose of this policy is to provide guidance when naming a school, district building, and major portion of a building or grounds

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that when school buildings, portions of school buildings (media center, auditorium, fields, etc.) and/or building grounds are established, it will have defined official names to distinguish each facility.
- B. The school district recognizes that the name shall encourage unification of all of the stakeholders of the community.
- C. The school district recognizes that the process to name the school building, major portion of a building or school grounds include participation of the community.

III. PHILOSOPHY

- A. The naming of school buildings, major portions of a building or school grounds is the responsibility of the school board.
- B. In fulfilling the responsibility of naming school property, the board will make every effort to obtain community input and to consider community preferences.
- C. The name will be clearly identifying, widely known and recognized.
- D. The purpose of the name will be to unify the population of that region and will have equal relevance for all.
- E. The name should include a definition of function such as Elementary, Middle School, District Office, etc.
- F. The name may reflect geographical landmarks.
- G. If a major portion of a building or school grounds is proposed to be named after an individual, that person shall have attained local or national prominence via significant contributions in any field or endeavor. Such contributions of the significance of their place in history shall be clearly established beyond the generation of contribution. Individuals so recognized shall no longer be active in his/her career. Further, the individual for whom a portion of a school building or school grounds is named must be shown to have broad-based, long term impact to the school district.
- H. The acceptance of a contribution will not be a condition of the naming of school buildings and school grounds.
- I. It is the intent of the school board that the naming of portions of the building and school grounds will occur infrequently and on a limited basis.
- J. Every effort will be made to name the school buildings as close as possible to the time of construction beginning in order to lessen the confusion about the new school.

IV. PROCEDURE

- A. The school board shall formally identify the need for a naming process for the identified school locations as well as the criteria it wished to be considered.
- B. The superintendent or his/her designee will establish a committee to bring forth name recommendations for consideration by the board. The committee will be comprised of the superintendent or designee, the building principal, faculty members, parents, community members, and if appropriate, students.
- C. Opportunities for public input must be available prior to the committee's recommendation to the school board. The opportunities must be announced in the district's official newspaper and on the district website.
- D. The committee shall propose a list of names to the school board of not more than three (3) names for board consideration.