

Naming Schools and Facilities Procedure 6970P

INITIAL NAMING OF A SCHOOL OR BUILDING

- A. The opportunity to name a new school or building comes about as a result of new construction. Replacing an existing school or building, either at the same site or adjacent location, is not considered new construction for the purpose of this procedure. (see replacement schools or building).
- B. Names of new schools or buildings should be selected based upon the criteria noted in Policy 6970. Whenever the opportunity to initially name a school or building is presented, the superintendent will direct the principal or appropriate district administrator to develop a community input process to bring forward at least three (3), and no more than five (5), recommended names to the board of directors. The recommended names will not be prioritized.
- C. The principal, or appropriate administrator, shall prepare a written report summarizing school and community recommendations, including supporting rationale, for the proposed new names. The report will be submitted to the superintendent. The superintendent will provide a written report to the board.
- D. The board will take action on the proposed names thirty (30) days after the superintendent provides a written report at a board meeting.

INITIAL NAMING OF A PORTION OF A SCHOOL OR BUILDING

- A. Portions of a school include, but are not limited to rooms, auditoriums, gymnasiums, athletic fields, and libraries.
- B. The opportunity to name a portion of a school or building or name a portion of a new school or building could result from, among other reasons, new construction.
- C. Whenever the opportunity to name a portion of a school or building is presented, the superintendent will direct the principal or appropriate district administrator to develop a community input process regarding the naming opportunity.
- D. The committee will, whenever possible, follow these guidelines:
 - 1. Each name will be known to, and significant to, the people of the district; or
 - 2. The names submitted will not conflict with the names of other schools in the district or surrounding districts;
 - 3. The use of names of living persons will be avoided unless the circumstances warrant an exception; or
 - 4. The use of a school board members name will not be considered until five (5) years after they have exited the board; or
 - 5. The use of employees' names will not be considered until five (5) years after their retirement; or

6. In the event that any said member listed above deceases prior to retirement or separation from the district, their name can be considered after five (5) years has lapsed.
- E. The principal or appropriate administrator shall prepare a written report summarizing school and community recommendations for the proposed new name. The report will be submitted to the superintendent. The superintendent will provide a written report to the board at the next board meeting
- F. The board will take action on the proposed names thirty (30) days after the superintendent provides a written report at a board meeting.
- G. The board will select the name of the new facility from the list. In recognition of the efforts of those involved in the project, a plaque containing the following information will be attached to a new building:
 1. School and/or facilities name;
 2. Board-approved construction date;
 3. Completion or dedication date;
 4. Name of board members as of the board-approved construction date in the following order:
 - a. President
 - b. Vice President; and
 - c. Board Members (alphabetically)
 5. Superintendent as of board-approved construction date; and
 6. Architect and contractor names.

Formal dedication of the facility will take place on a date and time specified by the board.

NAMING IN RECOGNITION OF A GIFT

- A. In any cases that a gift is in exchange for naming of a school, building, facility or portion thereof, the requestor(s) shall make a formal proposal to the superintendent.
- B. If the superintendent determines the proposal provides a significant improvement to or addition to the quality of the school, building, facility or portion thereof, the superintendent will direct the principal or appropriate district administrator to develop a community input process regarding the gift and naming rights associated with the gift.
- C. The principal or district designee will prepare a written report summarizing support of and/or opposition to the gift and naming of the school, building, facility or portion thereof.
- D. If the school, building, facility or portion thereof has previously been named, “changing a school or building name” procedures apply.
- E. The board will take action on the proposed gift and naming thirty (30) days after the superintendent provides a written report at a board meeting.

CHANGING A SCHOOL OR BUILDING NAME

- A. The person(s) proposing the name change should present the proposal to the superintendent.
- B. If the superintendent determines the school or building name change should be considered, the superintendent will direct the principal or appropriate district administrator to develop a community input process regarding the naming change.
- C. The principal or administrator will prepare a written report summarizing school and community support of and/or opposition to the proposed change. This report will be submitted to the superintendent.
- D. If the building was originally named after a local person, a good faith effort must be demonstrated to contact and seek input from the relatives of the person before a name change is approved.
- E. The superintendent will provide a written report to the board at the next board meeting.

ADOPTED: 9.24.18