

SUBJECT: NAMING OF FACILITIES

ORIGINATING OFFICE: ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

EFFECTIVE: OCTOBER 13, 2015

REVISED:

The Board reserves the authority for naming new and existing school facilities.

The Board of Trustees may direct the Superintendent to establish an ad hoc committee to submit recommendations to the Board regarding the naming of facilities. If such a committee is formed, the Superintendent shall ensure that the committee is representative of the district's students, staff, parents, and community.

Naming of Schools and Facilities

In addition to schools, individual facilities within a school site and/or facilities not part of a school site, all of which are used by the general public, may be considered for naming. Individual facilities eligible to be named include:

- Theaters
- Gymnasiums
- Athletic fields
- Libraries
- Administrative and Training centers

Criteria for Naming of Schools and Facilities

1. Schools and facilities may be named for their location or for geographic features unique to the campus or community.
2. Schools and facilities may be named for individuals who have made significant contributions to the schools, community, state, or country. To qualify for consideration, the individual so honored should be widely recognized for his/her leadership and contribution to the schools or for other work that has improved the quality of life for young people in the community, state, or country and preferably served the district or provided documented material or financial support of district ideals, goals, and achievements.
3. In general, the district prefers not to name district facilities for living persons.
4. When the naming proposal is to honor someone who is deceased, the district will give the naming proposal consideration when two years have elapsed from the time of his/her passing.

5. A citizens' group and/or school site group may wish to address the naming of an individual facility on a school site, such as a field, building, etc. The group will be directed to the site principal who will review the naming proposal with the site's facilities committee and follow the requirements of this board policy. The principal will then recommend to support or not support the naming proposal before forwarding the proposal to the Superintendent.
6. Naming proposals will be forwarded from the ad hoc committee or school site principal to the Superintendent and will include the following:
 - a. Site of consideration.
 - b. If applicable, individual facility on the site.
 - c. Suggested name to be used.
 - d. If the suggested name is for a person, include the history of the person's contribution to the district. If the suggested name is not for a person, include an explanation of the appropriateness of the suggested name
 - e. Letters of support.
 - f. Cost of the naming proposal and specific funding information.
 - g. Detail of proposed design (including signage).
7. The Facilities Department will review the proposal and consider reasonableness of estimated cost of signage, installation, and any ongoing expenses, such as maintenance impact and costs to sustain the physical changes. Other criteria may be considered.
8. The Superintendent will receive the naming proposal which will then be forwarded to the Facilities Committee. The Facilities Committee will recommend either the proposed name be approved or denied.
9. After the Facilities Committee makes its recommendation, the recommendation, if approved, will be posted for public comment for 30 days.
10. Upon the expiration of the thirty (30) day period, the Facilities Committee findings and recommendations and public comment will be forwarded to the Board for its consideration, along with all naming suggestions. The public may comment on the proposal at the Board meeting where the naming proposal is to be considered.
11. With the exception of the naming of a new school, all naming suggestions shall be self-funding and not result in ANY district expense of funds or personnel.