

**SUBJECT: NAMING OF SCHOOL FACILITIES, PLAQUES AND MEMORIALS/PUBLIC DEDICATION****Naming of School Facilities**

The Board of Education shall, by majority vote, approve the naming or renaming of any building or facility owned by the District.

The Superintendent and Board of Education shall select a committee whose purpose shall be to solicit nominations for a facility and an explanation of each nomination to the Board. Community members may submit nominations to the committee; consideration will also be given to names submitted by students and staff. However, the Board of Education will make the final decision regarding the naming or renaming of a facility.

District facilities may be named after persons who have attained national or local prominence in fields such as education, arts and sciences, and government; after past U.S. presidents or persons of local significance; or after the geographic characteristics of the area in which the facility is located. However, the Board of Education may also elect to have certain facilities remain unnamed.

Data regarding proposed names should be carefully prepared with sufficient information to enable the committee to make discriminating recommendations to the Board of Education.

The Board of Education shall, by formal resolution, name the facility.

**Procedure**

All requests for naming facilities shall be submitted to the District Superintendent at the District Office. Requests shall include reasons the facility should be named after the proposed individual, a biography of the individual to be honored, a letter of permission from the family, and other information, such as funding and design plans for signage.

**District Naming Committee**

The Board directs the Superintendent to establish a Naming Committee composed of diverse membership from the community, school staff, and student population. The Naming Committee shall consider all naming proposals, come up with a responsible and fair process for evaluation, review and consider all requests and decide whether to recommend a naming or renaming to the Board. The Naming Committee, under the direction of the Superintendent, shall set its own rules and procedures for meetings.

**Criteria for Facility Names**

The Naming Committee and Board of Education shall consider the following questions when deciding on a naming request:

(Continued)

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- a) What is the individual's moral character and contribution to education?
- b) What is the individual's connection to the facility? In order to be meaningful for all, there should be a real or symbolic connection between the individual and the facility.
- c) What is the reaction of the District community, based on input from community members, including school staff, and other sources?
- d) Is it the right time for the individual to be honored by naming the facility after them? For past staff and Board members, the committee should consider whether sufficient time has passed since employment. For an individual who has passed away, it should consider whether a sufficient time has passed, such as a year, since the individual's death.

**Names on Building Plaques**

The Board shall, by majority vote, approve the affixing of building plaques to any District-owned facility. The plaque may be purchased with District funds authorized by the Board or through funds received by the District from student, community or parent groups or individuals.

**Memorials**

The Board shall, by majority vote, approve memorials being erected in District-owned facilities or on District-owned land. A memorial may be built with District funds authorized by the Board or through funds received from student, community or parent groups, or individuals.

**Signage**

The District's facilities department, under the supervision of the Superintendent, must approve all signage design plans for the facility. Final plans will then be submitted to the District's Board of Education for final ratification.

**Public Dedication of New Facilities**

The Board reserves the right to hold a public dedication of any new facilities. The dedication will provide the community with the opportunity to see the new facility. Sufficient notice to the community regarding the date and time of the dedication will be made.