

## **815 NAMING OF SCHOOL BUILDINGS OR FACILITIES**

### **I. PURPOSE**

The purpose of the policy is to provide guidance when naming a school, district building, or a major portion of a building or grounds. A major portion of a building or facility shall be understood to be a uniquely utilized space, i.e. conference room, gymnasium, library, baseball field, training room, board room, etc.

### **II. GENERAL STATEMENT OF POLICY**

- A. The district recognizes that when more than one school building, portions of school buildings (media center, auditorium, fields, etc.) and/or building grounds are established, it may have defined official names to distinguish each facility.
- B. The district recognizes that the process to name a school building, major portion of a building or school grounds shall include an opportunity for participation of the member school districts communities.

### **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 member district stakeholder input.
- C. The name will be clearly identifying, widely known and recognized.
- D. The name may reflect geographical landmarks.
- E. 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 of 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 district.

- F. The acceptance of a contribution will not be a condition of the naming of school buildings and school grounds.
- G. 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.
- H. Every effort will be made to name the buildings as close as possible to the time of initial construction 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 wishes 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, and other stakeholders as delineated by the administration.
- C. Opportunities for public input must be available prior to the committee's recommendation to the school board.
- D. The committee shall propose a list of names to the school board of not more than three (3) names for board consideration for a building or major facility. For the naming of a specific portion of a building, the intention to name the space to acknowledge an honoree is often specific to that person. For this reason, the naming of portions or spaces within a building may often be proposed with only one recommendation for the school board to consider.