

PROCEDURES FOR NAMING DISTRICT FACILITIES

All district facilities to be named/re-named shall comply with board policy FF – Naming Facilities. A district facility i.e. building, athletic field, library, classroom or other areas of district property can only be named by Board of Education action.

District facilities may be named to honor prominent state, local or national figures, community leaders, former school board members, retired school leaders or teachers, donors of school property (living or deceased), and geographic areas. Facilities may not be named after active district employees. By Board policy, the superintendent is to recommend one name for each facility.

Preference is given to names that are recommended by citizens of the school attendance area. **Therefore, it is required that school facility naming include endorsements from the following:**

1. SBDM Council or other appropriate school based decision/advisory body and,
2. Parent Teacher Association, parent boosters and/or other appropriate parent representative bodies and,
3. Family Resource/Youth Service Center Advisory Board or,
4. Neighborhood Association or,
5. City Council or,
6. Business Association/Chamber of Commerce and,
7. The School Principal

School facility naming recommendations should be completed in packet form and be submitted to the superintendent/designee for preparation and submission to the Board of Education for approval.

All recommendations shall include a rationale to support the need of naming the facility and if being named after an individual, a biographical description of the individual to justify the request.

7-3-08

FF NAMING FACILITIES

Naming of school buildings, building wings, libraries and other areas, athletic fields, gymnasiums, and other school district facilities shall be the responsibility of the board of education. The superintendent shall recommend one name for each facility. Names usually will be selected from the following: Prominent state, local, or national figures; pioneers; community leaders, former school board members; retired school leaders and/or teachers; donors of school property; and geographic areas. School district facilities may be named for living persons. Facilities may not be named for active employees of the school district. Preference, if clearly expressed, usually will be given to the name recommended by citizens of the school attendance area in which the facility is located.

School buildings, building wings, libraries and other areas may be renamed in the event they are closed and reopened. Criteria for renaming schools facilities shall be the same as those used for the selection of the original names.

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Adopted: August 26, 1974, Motion #8923
Revised: August 23, 1976, Motion #0172
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Revised: May 10, 1982, Motion #15401
Revised: March 24, 1986, Motion #18410
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