

## SCHOOL FACILITIES

### Naming of School District Facilities

The naming of a school shall take place in the following manner:

- A. The Superintendent or designee shall select a Committee whose purpose shall be to submit to the School Board a list of - not less than three or more than five – names for the new school. The list shall identify each name and briefly state why the Committee nominated each name. The Committee shall solicit nominations from students and the community.
- B. The Committee shall follow these guidelines:
  1. Each name shall be known to and be significant to the residents of the District.
  2. The names submitted shall not conflict with the names of others schools in the District or surrounding districts.
  3. The use of names of living persons shall be avoided unless the circumstances warrant an exception. Generally, if facilities are to be named after persons, it should only be after that person has been deceased for at least five years.
- C. The Committee shall present the list of names to the Board for consideration.
- D. The School Board may select the name of the new facility from the list or may choose another name that they deem more appropriate for the new school.
- E. Formal dedication of the facility shall take place on a date and time specified by the School Board. In recognition of the efforts of those involved in the project, a plaque containing the following information shall be attached to a new building.
  1. School name;
  2. Board-approved construction date;
  3. Completion or dedication date;
  4. Names of School Board members in the following order as of the date of Board approval for Intent To Construct Facility (D-9):
    - a. President
    - b. Vice-President
    - c. Members (alphabetically)
  5. Superintendent
  6. Architect and contractor names

Distinctive portions of a building or the grounds– such as gyms, fields, libraries, etc. – will be named only at the initiation of the School Board.

- F. If the School Board decides to name a part of a facility or the grounds, the community will be solicited to suggest names for that facility. A community-wide process will be initiated to look at all names for consideration which might be deserving of such a recognition. The Superintendent or designee shall select a Committee whose purpose shall be to review the submissions and the rationale for the submissions, and make a recommendation to the School Board for naming the facility.
  
- G. The Superintendent or designee shall give the submission along with the Committee recommendation to the School Board for final approval.

August 26, 2009

Revised:      January 27, 2010  
                  April 23, 2012  
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