

## **Naming Schools and Facilities**

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

A. The superintendent shall select a committee, whose purpose it shall be to submit to the board a list of three to five names for the new facility. The list shall briefly state, along with each name, the meaning and rationale for each name and why the committee is nominating each.

- B. The committee shall follow the criteria and guidelines set forth in the policy:
- a. Each name shall be known to and significant to the people of the district.
  - b. Each name shall identify the geographic area of the community served by the said facility or in honor of an individual who has attained great prominence, either locally or nationally, or made long-term contribution to the education of children.
  - c. The next new district facility named after a person shall be named after a minority group member, and subsequently, at least one out of three new school facilities, named after a person, shall be named after a minority group member.
  - d. If a name of an individual, living or deceased, is proposed, such person's direct connection with the district must have been discontinued for at least five years prior to being considered for Board approval.
  - e. The committee shall receive input from students, staff, parents, and community members in naming process.

C. The school board shall select the name for the new facility from the list provided by the committee. If for any reason the names suggested by the committee are unacceptable to the board, the board can request that the committee reconvene and select three new names to be presented to the board.

D. Dedication Plaque – in recognition of the efforts of those involved in the project, a plaque containing the following information shall be attached to a new facility:

- a. School name.
- b. Board approved construction date.
- c. Completion or dedication date.
- d. Name of board members as of the board-approved construction date in the following order:
  - i. President
  - ii. Vice President
  - iii. Members alphabetically
- e. Superintendent as of the board-approved construction date; and
- f. Architect and contractor names.

E. Formal dedications of the facility shall take place on a date and time specified by the board.

### **Renaming Facilities**

The renaming of an existing facility shall take place in the following manner:

- A. The superintendent shall select a committee, whose purpose it shall be to submit to the board a list of up to three names for the renaming of the existing facility.
- B. The list shall briefly state, along with each name, the meaning and rationale for each name and why the committee is recommending each.
- C. The committee shall follow the criteria and guidelines set forth in the policy:
  - a. Seek input and feedback on the implications a name change might have to the historical significance and meaning of the current name to staff, students, alumni, and community members.
- D. The school board will determine if the existing facility shall be renamed based on the information and rationale provided to them by the committee.

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