

Naming Facilities

Definitions

For purposes of this regulation, the term “school community” will mean students, parents and patrons who live in the attendance area of the school that may be renamed, as determined by the office of student services and the students and parents who live outside the school attendance area but who attend the school that may be renamed.

For purposes of this policy, the term “consensus in site-based shared decision making” will mean decisions arrived at after thorough discussion of all possible alternatives, where everyone has an opportunity to be heard and where, ultimately, everyone believes that the final choice is the best that can be made under the circumstances.

Naming new schools or facilities

Once the Board declares that a new school or facility will be constructed, it will form a committee to assist in the naming of the new structure. The committee will be broad based and will include the superintendent or designee, students who will attend the new facility and their parents.

The committee will select its own chairman and serve in an advisory capacity to the Board. The committee will submit no more than three suggested names to the Board for its consideration. The Board will then announce to the public that the new facility is to be named, the timeline for deciding the name and the proposed names submitted by the committee. Any names submitted by the public will be given to the committee for consideration as well.

The Board will decide on the name and announce it as soon as possible before the facility is occupied.

The following guidelines will apply before any requests are considered:

1. The committee will use the consensus method in making decisions.
2. The committee will complete its work before the facility is occupied.
3. If the facility is to be named in honor of an individual, the individual must have been deceased for at least five years.

Renaming facilities

Persons considering renaming a school, facility or other district property will notify the school administrator in writing. The administrator will then form a broad based site committee including faculty, staff, building accountability members and/or site-based shared decision making team members, students and parents. Where appropriate, these groups will select their own representatives. The committee will consider the proposed renaming using the consensus method of decision making. If consensus to rename the facility cannot be reached by the site committee, no further action will be necessary and the name will remain the same.

If the site committee agrees with the proposed renaming, it will submit the recommendations in writing to the Board. The Board will announce to the public the possible renaming. For a period of 90 days, the Board will accept other names from the school community and will forward these names to the site committee. The site committee will submit no more than three names for the Board's consideration.

The Board will decide whether or not to rename the facility. If the decision is to rename the facility, the Board will announce the name at the earliest possible date and before the beginning of the school year.

The following guidelines will apply before any requests to rename a facility are considered:

1. Persons making the request and the site committee will be advisory in nature to the Board and will use the consensus method in making decisions.
2. To the extent possible, the site committee will begin and end the renaming process during the summer months before the beginning of the school year.
3. If the facility is to be named in honor of an individual, the individual must have been deceased for at least five years.
4. All costs for renaming the facility will be incurred by the person(s) wishing the name change.
5. The Board reserves the right to revoke the name change based on the honorability of the individual.

Naming or renaming a part of a facility or other district property

Submitting requests

Requests for naming a portion of a facility or portion of a facility after a person must be submitted in writing to the chief officer of student support and community services. The administration will present appropriate requests to the Board for its consideration. The request must include the following:

1. A detailed description of the exemplary activities, deeds or contributions of the person whose name is being considered and how these activities served as a positive example or role model for students.
2. A description of how the dedication ceremony will be conducted, the type of presentations and who will make the presentations.
3. The request will be developed by a group of people including but not limited to teachers, building principals, students and community members.
4. A description of the proposed inscription that will appear on the plaque, portrait or marker must be submitted. In addition, the proposed location of the plaque, portrait or marker and the size of the item must be submitted.
5. When a memorial honoring a deceased person is proposed, an appropriate period of time (six months or more) must have elapsed prior to the proposal being submitted.

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CROSS REFS.: BDF, Advisory Committees
 JC, School Attendance Areas
 KCB, Community Involvement in Decision Making