

NAMING FACILITIES

CW  
(LOCAL)

**Authority**

Responsibility for the final decision in naming or renaming schools and other facilities within the District rests with the Board. District facilities include school buildings, or portions thereof, such as libraries, auditoriums, classrooms, band halls, cafeterias, gymnasiums, and campuses; and also include sport or athletic complexes, and maintenance or service centers.

**Standards and Guidelines**

The following guidelines shall be used in the naming of a school building or other facility in the District:

1. A facility may be named for a person who has served the District or community, especially in service to children.
2. A facility may be named for any local, state, or national heroic figure.
3. A nominee shall have made a significant contribution to society and/or education, and his or her name shall lend prestige and status to an institution of learning.
4. A facility may be named for a local residential or geographic area or state or national landmark.
5. A facility may be named for a significant financial donor or land donor.

**Recommendation Process**

The Board shall name all new facilities. In doing so, the Board may request the Superintendent to solicit potential names from staff, community, and students. All recommended names must include a biography for any individual and/or organization nominated, as well as the rationale detailing why the name should be considered. Any person may propose a facility name by submitting a biography and rationale to the Superintendent or designee.

The Board may also choose to establish a facility naming committee composed of community members. Members of the committee shall be appointed by the Board. The facility naming committee shall review nominations that have been submitted. The committee shall then submit to the Board in a timely manner prescribed by the Board information and background for at least two, but not more than four, recommended names for each campus or facility to be named.

All recommendations meeting the criteria set out in this policy and the application shall be forwarded to the Board for review and consideration.

**Board Decision**

At a regularly scheduled meeting, the Board may officially select a name from the list of recommendations submitted to the Board by the Superintendent or designated committee for each campus or

facility to be named. The Board may also choose to select a name recommended by the Board members.

Any facility named prior to adoption of this provision shall be "grandfathered."

When a facility is closed or repurposed, the name of that facility may be moved to another facility or may be placed on reserve and used at a later date at the discretion of the Board.

A name shall not be considered and shall be removed from District facilities if it comes to the attention of the Board that the named individual, group, or organization has been convicted of a felony or of any crime involving moral turpitude; conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony; or deferred adjudication for a felony or any crime involving moral turpitude, or if an individual, group, or organization is not in compliance with the District's core beliefs and values or the terms of an agreement entered into with the District.

**Renaming Facilities**

In situations deemed unusual or appropriate, the Board may rename school facilities or portions thereof. In such situations, the Board shall apply the criteria for naming new facilities. If a facility is renamed, appropriate use of the former name should be determined before a change is approved. To avoid confusion, name changes should only occur during the summer before the beginning of a school year except in unusual circumstances.

**Dedication**

A new school or facility shall be dedicated in a public and formal ceremony. A program and open house to which the Board, community, parents, students, and staff are invited shall be held within a reasonable time after completion of the building.

**Facilities Dedication Plaques**

Each new facility shall display a dedication plaque, recognizing those Board members and superintendents, along with the primary architect and the primary contractor, involved in the planning, construction, and authorization of District facilities.

The dedication plaque shall list the current Superintendent and all Board members serving at the time the school is officially completed. In addition, all former Board members and superintendents involved in the development of the facility shall be listed on the plaque under a special heading: "School Officials Who Served During Planning and Construction." Individual names shall be accompanied by the highest office achieved during the completion of the facility.