

FF-R - NAMING FACILITIES

Code **FF-R** Issued ~~11/2016~~ **2021**

The board is responsible for naming school and district facilities. The term "district facilities" will be defined as a school building or group of school buildings sited within a campus or a district building and property which provides administrative, operational, academic, or athletic support to schools. The following procedure will be used when naming school properties or portions thereof.

Committee

When plans for a new school or consolidated school campus are approved, the superintendent will establish a committee comprised of the following:

- one district office administrator who will have full voting rights but will not serve as chairperson of the committee
- elementary or middle school PTA/PTO presidents or high school improvement council chairs (as applicable) in close proximity to a new school or from component schools when consolidated
- the school teachers of the year from applicable elementary, middle, or high schools in close proximity to a new school or from component schools when consolidated
- student body presidents from applicable elementary, middle, or high schools in close proximity to a new school or from component schools when consolidated
- the principal of a new school, if named at the time the committee is established
- three community representatives, not serving as a school district employee or as a PTA/PTO or SIC officer as defined above; at least one member will reside in the zone where the facility is located, and one member will be from the community at large

Not more than two district office administrators may be appointed to serve without voting rights in a supporting role.

In the case of a district building or any facility other than a school, membership from presidents or council chairs described above may be waived.

The committee will be facilitated on a paid or volunteer basis by a qualified person other than a district employee.

Upon convening, the committee will nominate and elect within itself a chairperson, secretary, or other leadership positions to ensure a successful result.

Process and guidelines for new or consolidated schools and district buildings

The committee will follow policy BDF.

The committee will solicit and accept names proposed for the new district facility from all interested individuals and/or groups.

The committee will conduct research and compile data and background information as necessary on proposed names to enable insightful and discerning choices. **The committee will research to ensure name selections are not under copyright.**

The committee will use the following guidelines to consider and evaluate all proposed names received:

- names suggested by natural settings and habitat of the facility location
- names that denote location, community, street, geography, etc.
- names that have some special meaning to the students and citizens or will enhance the education and/or ethical beliefs of the school community
- names that have historical significance
- names that are not similar to those of existing schools
- names that have not been used for existing subdivisions

The committee will select and present a list of one to three proposed names to the board.

The board will make the final selection of the facility name.

Portions of a Campus or Building

Under certain circumstances, the board will consider requests from school and community groups or supporting organizations to name a special area within a new or existing district facility or campus. Special areas may include a portion of a single building, single athletic field or structure, or a specific room or area within a district facility or campus. Naming one of these special areas after a person or after a donor individual or supporting organization which gives substantial funds to construct or maintain a district facility may be considered.

The request must contain the proposed name and a rationale for the specific proposal.

Upon receipt of the request, the superintendent will review the proposal and make a recommendation with supporting justification to the board for its consideration. The formation of a support committee to assist in proposal review may be considered.

The board will make the final decision to approve the naming of a portion of a campus or building.

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