

Guidelines

The following guidelines shall be used in naming school buildings and other facilities in the District.

School buildings serving kindergarten–grade 8 shall be named according to one of the following documented categories:

1. In memory of a person who has served the District or community, especially in service to children;
2. In memory of any person who has made a significant contribution to society and/or education and his or her name shall lend prestige and status to an institution of learning;
3. A local residential or geographic area; or
4. A District property donor or his or her family members.

School buildings serving grades 9–12 shall be named according to one of the following documented categories:

1. In memory of any person who has made a significant contribution to society and/or education and his or her name shall lend prestige and status to an institution of learning;
2. Any state or national heroic figure, landmark, and/or historical attributes; or
3. A District property donor or his or her family members.

Facilities other than school buildings shall be named according to the documented categories established for all school buildings.

Persons to be so honored by the naming of school buildings and/or facilities shall not be considered while living.

Renaming

In situations deemed 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. Name changes shall only occur during the summer before the beginning of a school year except in unusual circumstances.

Programmatic Renaming

A facility or portion of a facility may be renamed based on a programmatic change if the new name would not affect the namesake of the facility or portion of the facility. The name change would only require the recommendation of the Superintendent's cabinet.

Named for a Major Donor

The Board shall consider naming a facility or portion of a facility in honor of a major donor. Specific District guidelines shall be developed for corporate or individual sponsorships of schools. The

NAMING FACILITIES

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(LOCAL)

guidelines shall specify required levels of monetary or in-kind donations, as well as appropriateness of the sponsor.

An existing identifiable facility shall not be fragmented by renaming portions of that facility except in the case of a naming rights contract to benefit the District.

[See GKB(LOCAL), Corporate Sponsorships]

Nominations

In naming school buildings and educational facilities, community, student, and staff input or suggestions will be accepted to provide the Board with viable names for considerations.

Nominations shall be made in writing on a form provided by the District within the designated time frames established by the District and only accepted for the school building or facility for which the names are being solicited.

Recommendation
Process

The Superintendent or designee shall appoint a selection committee to review all nominations and ensure that the list of nominees meets established criteria.

Board Decision

The committee shall submit to the Board in a timely manner one recommended name for each school or facility to be named. A list of all submitted nominations will be provided to the Board. The responsibility for the final decision in naming a new school or facility rests with the Board.

The Board shall officially select a name at a regular scheduled meeting.