

SCHOOL FACILITIES

I. Naming of Schools

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

- A. The superintendent shall select a committee of three or more, whose purpose shall be to submit to the board a list of not less than three, nor more than five, names for the new school. The list shall briefly state, along with each name, why the committee nominated each name. The committee may solicit nominations from students and the community.
- B. The committee shall, whenever possible, follow these guidelines:
 - 1. Each name shall be known to, and significant to, the people of the district.
 - 2. The names submitted shall not conflict with the names of other schools in the district or surrounding districts.
 - 3. The use of names of living persons shall be avoided unless the circumstances warrant an exception.
 - 4. Each name shall be vetted for suitability by the committee prior to submittal to the Board.
 - 5. The Board of Directors may provide additional, specific guidelines to the committee.
- C. The board will select the name of the new facility from the list submitted by the committee. In the event a majority of board members do not accept a name submitted by the committee, the committee will reconvene to select and submit a list of alternative names.

Formal dedication of the building shall take place on a date and time specified by the board.

II. Naming of Existing Facilities

When the district is asked to recognize the contributions of an individual by naming a facility, other than a school building, for that individual, the following shall apply:

- A. The request must be submitted in writing to the Superintendent's Office. The request must include a description of the individual's contributions to the district.
- B. The superintendent will convene a committee to review the request and to recommend to the board whether the request should be approved. Criteria used to evaluate the request will include, but not be limited to:
 - a. Length of service to the district;
 - b. Scope and lasting impact of benefits to students;
 - c. Extraordinary contributions to district programs or activities;
 - d. Whether the individual has been recognized by the district or the community in another manner;
 - e. Other factors determined to be relevant by the committee.

- C. After evaluating the request, the committee may make any of the following recommendations to the board:
- a. Approve the request;
 - b. Deny the request;
 - c. Acknowledge the individual in another manner (see section III).

The board shall have final approval of any request to name a facility.

III. Recognition of Contributors

Support of individual community members is essential to the success of district programs. The board may designate ways to recognize the significant contributions of individuals in a particular program or school. Such recognitions may include designated awards, events, the creation of plaques or honor roles to be posted in specific locations, or other methods as identified by the board.