

NAMING DISTRICT SITES AND FACILITIES

The following procedures shall be followed in connection with the naming or renaming of District Sites and Facilities as such terms are defined in Policy FF:

1. The name shall not duplicate existing names of Sites or Facilities in the District or any adjacent districts.
2. If a Site or Facility is named after the location or community of the Site or Facility, such name selection shall be inclusive of all neighborhoods and communities located within the attendance area of such Site or Facility.
3. If a Site or Facility is to be named after a significant or pertinent event, such event shall have significance to the entire community of the Site or Facility or be a renowned national or state event.
4. If a Site or Facility is to be named after a person, such person shall have made a significant contribution to local public education or have been an outstanding citizen of the District. In no event shall Sites or Facilities be named or renamed after individuals unless such individuals have been deceased or retired from active participation in community or school affairs for at least one year.
5. The District will lead the process to name new Sites or Facilities through a committee appointed by the Superintendent as defined in Policy FF. Such advisory committee shall be comprised of community members, parents, educators and students.
6. Formal input will be accepted through the committee for naming or renaming Sites or Facilities. The committee shall present in writing three recommended names for Sites or Facilities for the Board's consideration. The Committee members shall attend a Board meeting to present the suggested names to the Board and to answer any questions regarding the Committee's recommendations to the Board. The Board shall have the final decision regarding the name of Sites or Facilities. Once the Board has rejected or approved a naming recommendation, the Committee will be disbanded.
7. Requests for naming or renaming Facilities of a school shall be made to the principal of the school in writing. All name recommendations shall satisfy the requirements of Policy FF and this regulation. The principal of the building will then form a broad-based building committee including faculty, building accountability members, students, and parents, as appropriate, and a district administrator. The building committee will consider the proposal to rename or name Facilities of the school and will use the consensus method of decision making. If there is no consensus to rename or name the Facilities of the school, then no name will be assigned or the current name will not be changed. If the consensus is to rename the Facilities of the school or to name new Facilities of the school, then such naming recommendations shall be made in writing to the District's executive committee formed pursuant to Policy FF and this regulation, which is charged with the duty of making naming recommendations to the Board. If the District's executive committee agrees with the proposed naming or renaming recommendations proposed by the building committee, then the District's executive committee will submit the naming recommendations to the Board of Education. The Board will decide whether to name or rename the Facilities of the school.

8. All documentation supporting naming or renaming recommendations shall be submitted in writing to the appointed committees for consideration.
9. It is recommended that an appropriate plaque or other signage detailing pertinent information about a individuals for whom Sites or Facilities are named be displayed at the Sites or Facilities.

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Revised November 6, 2019

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