

## NAMING SCHOOL DISTRICT FACILITIES

Naming of School District facilities is the responsibility of the Board of Education and shall be by majority vote of the entire Board.

1. A school community may wish to name part of their facility, such as an auditorium, a room, or athletic field.
  - The school community will develop the process of suggesting a name and a place. The suggested name will then be presented to the Board by the school principal.
  - The Board will ask that the person whose name is suggested, be of exemplary moral character and be held in high regard by the school community.
  - If the nominee has been an employee of the District, that person must no longer be an active employee.
  - If the person who is being honored is living, the Board should seek the person's written permission before naming the chosen place.
  - An appropriate plaque commemorating the individual's relationship to the school should be placed onsite, so that future generations of students, parents, and faculty will understand and appreciate the dedication's meaning.
  
2. A District facility may be named. Some examples are, but are not restricted to, a facility that is newly constructed; remodeled; or turned into an educational facility after previous use for a different purpose. A facility might be named after a geographic location and/or a section of the District that it serves. The name might have national or local historical significance. Facilities may also be named after major contributors to the School District without whom new facilities would not have been possible.
  - The Board may solicit suggested names from the public, including students, staff, and residents of the community. Suggested names should include the rationale for nomination. If persons are nominated, they should be of exemplary moral character, have made an outstanding contribution to education, humanity or the District's community, have displayed outstanding leadership, or be a person of historical significance.
  - If the nominee has been an employee of the District, that person must no longer be an active employee. The Board of Education has the discretion to waive this requirement on an individual basis.
  - If the person who is being honored is living, the Board should seek the person's written permission before naming the chosen facility.
  - An appropriate plaque should be placed onsite.

**Adoption Date: May 24, 2004**

**Amended Date: April 23, 2007**