

# Series 900 – Building & Sites

Policy Title: NAMING OF SCHOOLS AND FACILITIES

Policy Code No. 903.3

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## Naming/Renaming of School/Facility

The Board of Directors shall be responsible for the naming/renaming of all schools and school facilities. The board president will appoint a three-person committee of the board to submit two names to the board for the naming/renaming of new schools and one name to the board for the naming/renaming of new school facilities.

## Implementation

Anyone may submit a suggestion for a school name to the committee of the board for consideration. Suggestions must be in writing, stating the name of the sponsor and the reasons justifying the nomination.

## Criteria for Screening School/Facility Names

- A. School/facilities may be named after an area or community where the school is located or after a person or persons.
- B. In naming a school/facility after a person, primary consideration should be given to individuals who have made a significant contribution to education in the community, the state or the nation. In addition to societal contributions, the moral character of the individual must be considered.
- C. Recognizing that the ethnic and cultural composition of a local school community will change and that school/facility names are permanent, the name selected should have broad acceptance in a multi-cultural society.
- D. If a school/facility is demolished, the name may be used again.
- E. Requests to name a school facility after a school employee will be considered only after the employee has been retired from school employment for at least one calendar year.

## Naming Facilities

As an alternative to naming the entire building after an individual, some particular facility within the school may be named in his/her honor, such as a gymnasium, stadium or library.

The naming of a building facility shall follow the same procedure set forth in this policy for the naming/renaming of a building.

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## Renaming a School/Facility

In situations deemed unusual or appropriate, the Board of Directors may take steps to rename a school/facility or portions thereof. The recommendation of a name change will be brought to the Board of Directors through the local governance structure of the school.

A school named after a person shall not be renamed, except for compelling reasons; and once official action is taken to name a school, the name shall not be changed unless there is a confusion of names.

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