NAMING OF FACILITIES

The naming of district facilities is a significant matter that deserves opportunities for school and community input through an organized process. Names of facilities have important meaning for all stakeholders. As such, the names of facilities should inspire and challenge everyone to pursue the highest standards of human ideals, citizenship, scholarship and community service; reflect the district’s values; and withstand the passage of time. Personal prejudice or favoritism, political pressure, or temporary popularity should not influence the naming of facilities.

Definitions

“Facility” and “facilities” means any and all district properties, including but not limited to, buildings, whether new or existing; any room or other identifiable area within a building, such as a classroom, conference area, computer lab, media center, library, cafeteria, auditorium, theater or gymnasium; as well as playgrounds; performing arts centers; stadiums, athletic fields, tracks, and the like.

“Memorial” means plaques, statues, inscriptions, monuments or any other form of formal recognition for exemplary service or contributions to the district, community or society.

“Stakeholder” means any person, group or organization with an interest in the welfare and success of the district, including but not limited to, students, parents and families; school board members; district administrators, teachers and support employees; parent-teacher associations, employee unions and student clubs; taxpayers, citizens, residents and other community members; local business leaders; local faith-based organizations; federal, state, county and local elected (or appointed) officials; local youth serving organizations; and charities or donors.

Requirements for the Naming or Renaming Facilities

The naming or renaming of a facility must be approved by the Board of Education, which has sole and final decision-making authority for determining the names of facilities in the district. A new facility or unnamed existing facility may be named at such time as the board determines appropriate. When a new facility is to replace an existing facility on the same or on a different site, the new facility shall keep the name of the existing facility it replaces, unless the name is rescinded by the board. Any existing facility may be renamed if the board decides to rescind the name the facility.

A facility shall be named or renamed based on one or more of the following criteria:

1. to honor a person who satisfies the requirements in this policy for facilities named after individuals;
2. to recognize a geographic section of the district or community in which the facility is located;

3. to recognize the academic theme of the school or the function of the facility in the case of non-instructional facilities; or

4. to reflect a fundamental and enduring value of the district.

**Facilities Named After Individuals**

Except for compelling reasons, a facility shall only be named after an individual who has been deceased for at least one (1) year. Under no circumstances shall a facility be named after a current employee of the district or any elected official while serving in office.

For a facility to be named after a person, the individual shall be of the highest character and have made an outstanding contribution to public education or to the betterment of humanity in one or more of the following respects:

- an individual whose life or work reflects an unyielding commitment to the education of children;

- an individual who has provided significant and long-standing service or contributions to the district, city, state, nation or society as a whole;

Prior to naming a facility after an individual, the credentials, character and reputation of the individual shall be carefully scrutinized and evaluated.

**Procedure for Naming or Renaming Facilities**

At a board meeting and pursuant to an appropriate agenda item, the board president or superintendent shall announce the initiation of a facility naming or renaming process to inform stakeholders that the district will be accepting nominations for the facility's name.

Any stakeholder may present one nomination for a facility name so long as each nomination includes a written rationale explaining how the name meets the criteria under this policy for a facility's name. Nominations shall be made in writing on a district-approved form completed in full and delivered to the superintendent or superintendent's designee within fourteen (14) days of the board meeting at which the facility naming or renaming process was announced.

**CHOOSE ONE OPTION**

**OPTION A**

All nominations will be presented by the superintendent to the board at a meeting held at least fourteen (14) days after the board meeting at which the facility renaming process was announced. The board will hear public comments as allowed under its policy for public comments at board meetings.
The board may, in its sole discretion, approve a nomination, reject all nominations, approve a name that was not nominated, or take any other action that the board determines to be appropriate.

Unless stated otherwise by the board, an approved name shall be effective immediately with regard to new facilities, and with regard to facilities whose names were rescinded, upon the effective date of the rescission.

**OPTION B**

All nominations will be provided by the superintendent to an ad hoc committee, which will consider the nominations. Committee members shall not be eligible to make a nomination.

There shall be a minimum of three (3) members of the ad hoc committee, which shall include:

- The superintendent or superintendent’s designee;
- A stakeholder selected by the board president; and
- An employee of the district that the other two committee members agree to select.

The board may, in its sole discretion, add one or more members to the ad hoc committee, and each member added shall be chosen by the board.

Members of the ad hoc committee shall serve as volunteers without compensation. No district employee shall be required or coerced to serve on the ad hoc committee. If an employee selected to serve on the committee does not wish to serve, then their selection shall be automatically vacated and another employee shall be selected in their place. Once all members of the ad hoc committee have been selected, their names shall be identified in a prominent location on the district’s website.

The superintendent will designate which committee member shall chair the committee. The role of the ad hoc committee is to vet nominations and solicit formal input from stakeholders so that the committee can provide the board with up to three (3) recommended names upon the completion of the committee’s work. The precise methods of soliciting input from stakeholders shall be determined by the committee, but the board’s expectation is that the committee will endeavor to solicit input from stakeholders through different mediums (e.g., written/online surveys and community forums).

After soliciting and reviewing feedback from the school community, the ad hoc committee shall make at least one (1) and no more than three (3) facility name recommendations to the board for consideration. If the committee decides to recommend more than one name, it may choose to designate an order of preference.

The superintendent shall present the committee’s recommendation to the board at a regularly scheduled board meeting. Prior to selecting a name, the board shall provide an opportunity for input from stakeholders. The board will hear public comments as allowed under its policy for public comments at board meetings.
The board in its sole discretion may approve a recommended name, reject all recommended names, approve a name that was not recommended, or request the committee to provide one or more additional recommendations.

Unless stated otherwise by the board, an approved name shall be effective immediately with regard to new facilities, and with regard to facilities whose names were rescinded, upon the effective date of the rescission.

**Rescission of Existing Facility Names**

At any time, the Board of Education may consider taking action to rescind an approved name of a facility and authorize its renaming. Sufficient cause to rescind the name of a facility exists when the board determines, in its sole discretion, that the name of the facility is in direct conflict with the values, beliefs or ethical standards of the district. Such reasons include, but are not limited to, circumstances when a person for which a facility is named has been charged with or convicted of a felony, engaged in an act of moral turpitude, engaged in behavior that has brought the name into dishonor for any reason, or for any other good cause as determined by the board.

A facility name may also be rescinded when it is determined by the board to be in the best interests of the district, or when the board determines that the name has become obsolete.

A recommendation to rescind a name must be put on a regularly scheduled board agenda as an information item prior to being considered for final action by the board.

**Memorials**

The board must approve all decisions relative to memorials. While the standards of facility naming do not apply to memorials, the board shall make memorial recognition decisions that reflect the values of the district and that do not conflict with the general intentions of this policy.