

NAMING FACILITIES

Code **FF** *Issued* **8/04**

Purpose: To establish the basic structure for the naming of district facilities.

The board is responsible for naming school facilities.

Naming a school is a matter of great importance. It is a matter that deserves thoughtful attention from the board and the administration. Personal prejudice or favoritism, political pressure or temporary popularity should not be an influence in choosing a school name. Generally, the board prefers to name school facilities for recognized geographical areas.

Under certain circumstances, the board will consider requests from school and community groups to name a portion of a building, a single building on a campus with multiple buildings, or a specific area on the campus for a person whose proposed name has special significance and/or the person has made an outstanding contribution to the school or school system and has been deceased for at least three years. The group making the request must agree to provide appropriate recognition such as a plaque, portrait or marker for the school. The board will consider the request only after approval of the administration.

The superintendent will prepare and the board will approve a procedure for the board to follow when naming school properties or portions thereof. An orderly, announced procedure will lessen the community or factional pressures which so quickly build up when the selection is delayed or seems uncertain. A prompt decision will reduce disappointments and advance community solidarity. Much confusion in accounts, files and records can be avoided if a new school can be identified by name before the planning starts.

Adopted 8/13/91; Revised 8/10/04