

NAMING OF FACILITIES

Purpose:

This regulation and the actions taken in its operation shall support the board's intention that the names of its facilities inspire and challenge our community to pursue the highest standards of human ideals, citizenship, scholarship and community service. The district shall ensure that the process used to select a facility's name serves the goal of producing one or more recommended names that reflect the district's values and withstand the passage of time—ensuring meaningful and formal input from a school community, if applicable, and providing opportunities for input from the district's community at large.

The process of receiving nominations, submitting nominations for public input, role of ad hoc committee, making recommendations to the board, and board action:

As described in board policy, the process of naming or renaming a facility (hereinafter referred to as "naming") may occur in several different contexts, for example, when a new facility is being built, when a name of an existing facility has been rescinded, or when the board decides to change the name of a school when it is moved to a new location. At a regularly scheduled board meeting, the superintendent shall announce the initiation of the naming or renaming process and inform the public that the superintendent will be accepting nominations for the facility's name. This announcement shall be repeated at the next regularly scheduled meeting as well. Any individual may present one or more nominations so long as each nomination includes a written rationale explaining how the name meets the board's criteria for a facility's name. All good faith nominations meeting this criteria will be provided by the superintendent to an ad hoc committee, which will consider those nominations as well as similarly qualified nominations presented directly to the ad hoc committee and any committee nominations. The committee shall specify a deadline by which all nominations should be received that allows for full and broad participation from the school community (school staff and families).

The board president shall identify the members of the ad hoc committee, which should reflect the diversity of the student body. The members of the committee shall include, at a minimum:

- The principal; or in the case of a non-school facility, a person named by the superintendent
- The superintendent, or their designee.
- In the case of schools, two teachers at the facility designated by the faculty; or in the case of non-school facilities, two district employees designated by the superintendent
- Two parents of the school designated by the board president; or in the case of a non-school facility, two parents designated by the board's president
- Two individuals outside of the school community recommended by the superintendent because of the individuals' engagement with the district's mission
- The board member of the district in which the facility resides

The superintendent will designate which committee member shall chair the committee. The board president is encouraged to include one or more students on the committee, if appropriate.

The role of the ad hoc committee is to vet good faith nominations and solicit formal input from the school community so that the committee may provide the board with up to three recommended names upon the completion of their work. The superintendent shall designate an employee or contractor to help facilitate ad hoc committee meetings, including the work of vetting nominations, establishing process timelines, and designing meeting agendas. This employee or contractor shall also assist the committee in its efforts to obtain formal input from the school community, if applicable. Though the precise methods of soliciting formal input from the school community shall be determined by the ad hoc committee, the committee must ensure that all members of the school community have adequate opportunity for feedback and input, for example, by written/online surveys, grade level parent meetings, or forums. In particular, the expectation is that input be solicited from all current parents and staff in a manner that removes barriers relating to work schedules, socio-economic status and language.

After soliciting and reviewing feedback from the school community, the ad hoc committee shall determine at least three, and no more than five, possible recommendations for wider community input and present those names to the superintendent in writing. Barring any inconsistencies with the possible recommendations and the board's policy, the superintendent shall ensure that the wider district and Tulsa community has meaningful opportunity to provide feedback on all of the possible recommendations through a survey, through comment during public meetings or through another similar method(s).

Members of the ad hoc committee shall carefully receive, review and consider the larger community's input when determining their final recommendation, which may include one to three names for consideration. If the committee decides to recommend more than one name, it may choose to designate their order of preference. Prior to submitting the final recommendation to the board, the superintendent shall review the recommendation with the committee to ensure it complies with the policy's requirements.

After consultation with and the approval of the district's leadership committee, the superintendent shall present the recommendation to the board as an information item at a regularly scheduled board meeting. Unless the board president deems it necessary to take action earlier, the board shall not take final action on the recommendation any sooner than the third regularly scheduled board meeting following the recommendation. The board may approve a recommended name or reject the recommendation. If a name is rejected, the matter is sent back to the superintendent and committee for a new recommendation. Unless stated otherwise by the board, the 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 rescension.