

NAMING FACILITIES

CW
(REGULATION)

BUILDING PLAQUE
COMMEMORATIVE
MARKERS

The Board recognizes the importance and historical significance of special commemorative markers that identify those persons who shared a major responsibility for decision making, design, and construction of a specific facility.

Plaques honoring individuals or groups may be placed on special designated areas of a school or District Facility as determined by the Board

DEDICATION PLAQUE
FOR NEW FACILITIES

The new school or new facility plaque will include the following information:

The name of the facility;

Year it was completed;

The District's logo;

Year the contract was awarded;

Names of the members of the Board at the time the contract was awarded;

Name of the Superintendent at the time the contract was awarded;

Name of Cabinet Administrators;

Name of the architect;

Name of general contractor.

DEDICATION PLAQUE
FOR ADDITIONS

Commemorative markers shall also be used when significant additions are constructed on existing facilities if said addition is not a part of the original master plan. The Board will, at the time of contract, determine if a plaque will be included in the specifications. If a plaque is required in the addition or wing, the plaque will follow the specifications as listed above, related to the time of completion and opening of the addition or wing.

DEDICATION
PLANNING
RESPONSIBILITIES

The principal's responsibilities in preparation for a new school dedication will include:

- Appointing a campus dedication planning committee of representatives from faculty and staff, student body, parent groups, and community/business partners, to assist in planning an event that reflects the school community;
- Delegating representatives to attend a Communications and Community Relations information session to discuss event components;

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- Meeting with Communications and Community Relations staff representatives to begin planning (e.g.; setting tentative dates planning agenda, and the like);
- Overseeing activities of the planning committee;
- Participating in the program by expressing appreciation to the community, discussing impact on students, and making introductions of key community members; and
- Submitting staff names for printed program.

Communications and Community Relations staff responsibilities in preparation for a new school dedication will include:

- Finalizing date with the Superintendent's and Trustees' calendars; and
- Providing final approval of budget, souvenirs, and printed material.

The campus dedication planning committee's responsibilities in preparation for a new school dedication will include:

- As directed by the principal, attending information sessions presented by Communications and Community Relations on planning a dedication ceremony;
- Collaborating with principal for planning and event logistics;
- Compiling community address list for inviting neighbors of the campus in the community; and
- Working in partnership with Communications and Community Relations.

DEDICATION
PLANNING TIME LINE

Dedications may be scheduled for late September, October, or November. The dedication date should be finalized a minimum of one month prior to the event; the agenda and invitations approved three weeks prior to the event. The invitations should be mailed two weeks before the event and the program printed ten days in advance of the event.

NAMING OR
RENAMING PROCESS
FOR FACILITY OR
PART OF AN
EXISTING FACILITY

The Superintendent or designee is responsible for bringing forward, for Board consideration and action, any proposal to name or rename a facility or an existing part of the central office or a campus support facility.

The principal of a campus is responsible for bringing forward, for Board consideration and action, any proposal to name or rename a facility or a part of an existing facility on his or her campus. Such proposals must be approved by the Superintendent.

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A school campus that makes a recommendation to the Superintendent to name or rename a portion of its facility will need to have the consensus support of the principal and the campus improvement committee (CIC) prior to Superintendent approval. The nomination will need to include either minutes of the CIC meeting or a resolution of support signed by the CIC members.

When a portion of an existing facility is being considered for a name, the following process will be followed:

1. The criteria used in CW(LOCAL) will apply.
2. A part of an existing facility may be named for an individual, a place such as a landmark or neighborhood, or in any other manner as determined by the Superintendent.
3. Parts of an existing facility include, but are not limited to, the following: wings, classrooms, gyms, band halls, libraries, auditoriums, and cafeterias.
4. All existing parts of facilities that have been named prior to November 4, 2021 will be grandfathered—regardless of the process used.
5. Nominations may be received at any time during the year.
6. Only one name may be submitted per nomination for consideration of a given part of an existing facility.
7. Multiple nominations or multiple letters of support should be summarized.
8. When the CIC has acted, the principal, administrator, or facility supervisor will send the nomination information to the Superintendent.
9. The Superintendent will review the nomination to ensure compliance with this regulation.
10. If a nomination is approved by the Superintendent the executive director will officially contact the nominator and the principal.