

G-16: Administrative Procedures

Naming or Renaming Facilities



REFERENCES

[Board Policy G-16](#)

DEFINITIONS

Facility/Facilities: Any building, structure, or other real property owned by the board.

PROCEDURES FOR IMPLEMENTATION

The process for the naming or renaming of any facility must begin with the board, the building administrator, or a School Community Council (SCC).

I. Naming New Facilities Process

When a new school site is purchased, or a planning project for a new school facility is initiated, the board will establish a temporary, generic name to designate the site or building for planning purposes.

- A. The building administrator will chair a committee to recommend an official name for the facility. The committee to name a facility will consist of the SCC, if applicable, and members of the community the facility is intended to serve, including, when appropriate, teachers and students.
- B. The committee must ensure significant community input in the process, for example, documentation from community members expressing their support for a particular name, either in writing, through letters, ballots or petitions.
- C. No board or committee action is necessary to decline a naming request. Naming requests that do not follow these procedures will be declined.
- D. The committee will select, prioritize, and forward up to three potential names, with supporting rationale, to the superintendent and the business administrator.
- E. After verifying that these procedures have been followed, the committee's recommendation will be placed on an upcoming board agenda for discussion and possible approval by the board,
- F. The board will consider the committee recommendations and other public input in an open and public meeting.
- G. The board shall make every effort to respect the preference of the community; however, final decisions on the naming of school facilities rests entirely with the board.

II. Considerations

Any facility name must promote the mission of the district and lend dignity and status to the facility. The board will consider the following:

- A. names reflecting a logical association with the facility, such as a location or function;
- B. names of distinguished persons who have made outstanding contributions to the community, state, or nation;
- C. names reflective of a prominent local geographical feature;
- D. names of women and people of color so that these may be equitably represented among district facility names;
- E. names that will stand the test of time;
- F. names that are not so similar to the names of existing facilities as to cause confusion; and
- G. any other names that promote the district's mission as determined by the board.

III. Renaming Process

Ordinarily, the board will not rename a facility unless the current name becomes obsolete or inappropriate because of the community it serves or the program it houses. The board may reconsider the name of a school, facility, or area that has been named after a person if such person's action(s) or failure to act reflects negatively on the district. The considerations and process for renaming a facility are the same as listed in sections I and II above; however, before convening the committee described in section I, the building administrator and SCC will determine the level of support for renaming a facility. If insufficient support exists to rename a facility, the building administrator is not required to convene a committee.

IV. Facility Plaque

The district may design and install a plaque for newly named and renamed facilities. The plaque may include the following: the name of the facility; the date the construction contract was awarded; the names of the board members as of the contract award date; the name of the superintendent; the name of the architect; and the name of the general contractor.

V. Dedication/Open House

Newly named or renamed facility may have a formal dedication or informal open house under the direction of the building administrator. The dedicatory program is a special occasion of importance that will include participation and involvement of the school, community, and the board. The board and district administration will be notified at least two weeks prior to any scheduled dedication/open house.

VI. Dedicating Areas of School Facilities

- A. It is not the intent of the board to encourage the naming of a school facility area (room, library/media center, common areas, gymnasium, etc.) or school grounds (fields, courtyards, gardens, etc.) in honor or memory of individuals, events, or places.
- B. Any such dedication request must be presented to the appropriate building administrator and SCC for an initial review.
- C. If the request has sufficient support from the building administrator and SCC, the request must be presented to the district's business administrator before a naming committee is formed.
- D. If the business administrator gives approval for the request to move forward, the process outlined in sections I and II above must be followed.
- E. If the board gives final approval for the dedication, any plaque to recognize the naming of a portion of a school facility or grounds shall not be paid for with district funds and may be no larger than 18" x 24".
 1. The plaque and location of the plaque must be approved by the board before it is prepared.

VII. Mascots

- A. The board shall have final authority and responsibility for approving mascots.
- B. All mascots, nicknames, and descriptors—including symbols, banners, flags, pennants, or similar identifiers—used by a school's sports teams, extracurricular clubs, curricular clubs, or organizations shall respect cultural differences and values.
- C. The board prohibits the use of any race or ethnic group as a mascot or nickname.
- D. Schools without a mascot.
 1. When a new school is being opened, or when there is not a current mascot, the principal will survey stakeholders, including, but not limited to, school employees, parents, students, and the community, in selecting a mascot.
 - i. The top three choices (i.e., those with the most votes) will be presented to the business administrator for discussion.
 - ii. The business administrator will be responsible for ensuring the mascot choices are placed on an upcoming board agenda for final board action.
- E. Changing an existing school mascot.
 1. When requesting a change in an existing mascot, the person or group requesting the change shall submit a written request to the applicable school principal which includes the reason for the request and the significance of the proposed mascot (if any).
 - i. The principal will develop a school level committee consisting of at least the following: the principal, a teacher, a parent, students, a member of the community and 3 members of the site-based team.
 - a. As a part of the process, the committee will survey stakeholders and consider the results of the survey.
 - ii. The school committee shall make a recommendation on the request no more than 45 days from the date of the receipt of the request.
 - iii. If the school level committee recommends a mascot change, that recommendation must be forwarded to the business administrator.
 - iv. The business administrator may place the recommendation on an upcoming board discussion agenda for consideration by the board.
 - a. If the board determines that the recommendation should move forward, it will be placed as an item on an upcoming board action agenda.

VIII. Exceptions

In the event a donor makes a gift to the district which enables the district to construct or remodel a facility, the board may waive any or all procedures regarding the naming of a facility or portion of a facility. Specifically, if the naming of a facility or a portion of a facility is a condition of a gift to the district, and the board believes the size of the gift warrants such action, the board may approve the name selected by the donor.