



OPERATIONAL EXPECTATIONS

ISD 197 School Board

Building and Sites

Contact: Assistant Superintendent

801.1 NAMING OR RENAMING OF DISTRICT FACILITIES

I. PURPOSE

The purpose of this policy is to establish guiding principles and criteria for the naming or renaming of school district facilities and to designate appropriate personnel as responsible for naming those facilities. In addition, this policy designates the Superintendent for authorizing appropriate activities designed to develop a recommended name or names for School Board consideration.

Definitions

Buildings: Physical structures with a foundation, roof, and walls

Streets: Paved surfaces owned and maintained by the school district designated as streets by any municipality in the school district

Athletic Fields: Improved land owned by the school district designed for athletics or recreation

Outdoor areas: Improved or unimproved areas on school district owned land including, but not limited to ponds, playgrounds, stadiums, and parking lots

Indoor spaces: Rooms and other spaces inside district owned or leased buildings including, but not limited to gyms, media centers, cafeterias, and commons areas

II. GENERAL STATEMENT OF POLICY

The school district recognizes the importance and significance of naming school district facilities. Facilities are district-owned buildings and properties and include spaces within buildings as well as outdoor fields, streets and areas. For the purposes of this policy, Level 1 Facilities include buildings and streets. Level 2 Facilities include athletic fields, outdoor areas, and indoor spaces.

Level 1 Facility Naming or Renaming:

It is the responsibility of the School Board to name or rename any Level 1 facility. In such cases, the School Board designates the Superintendent or their designee to create a planning committee to help make a recommendation to the School Board.

Level 2 Facility Naming or Renaming:

It is the responsibility of the Superintendent or their designee to name or rename any Level 2 facility. The Superintendent or their designee will determine if a planning committee is needed. The School Board reserves the right to name or rename any Level 2 facility. In such cases the School Board designates the Superintendent or their designee to create a planning committee to help make a recommendation to the School Board.

III. PLANNING COMMITTEE

Level 1 Facility

- A. If it is determined that a Level 1 facility should be named or renamed, the Superintendent will establish a committee consisting of the following, but not limited to: the communications and marketing manager, a building administrator, two members of the staff, students, and members of the community.
- B. The committee shall make a recommendation to the Superintendent and include the following in their recommendation:
 - A summary of any research of historical and community-based information used to make the recommendation.
 - A summary of the suggestions/comments received from staff, students and members of the community.
 - For names after persons, examples of the criteria for character, contributions, or achievements that the recommended name exemplifies.
- C. The Superintendent of Schools shall bring forth a recommendation from the Planning Committee of not more than three (3) names to the School Board.

Level 2 Facility

- A. If it is determined that a Level 2 facility should be named or renamed, the Superintendent or their designee will determine if a planning committee is needed. If one is needed, the Superintendent or their designee will establish a planning committee and its membership. Membership should include representatives from groups that are the primary users of the facility. The Planning Committee shall recommend to the Superintendent or their designee not more than three (3) names. The Superintendent or their designee shall select the facility name from among the names recommended.

IV. GUIDING PRINCIPLES FOR NAMING OR RENAMING FACILITIES

School District facilities shall be given names likely to retain meaning for students and community members during the projected life of the facility. Further, the Planning Committee will use the District 197 Four-Way Equity Test to guide discussions and recommendations.

Level 1 Facilities

Names may reflect geographic locations, topographical character, or prominent persons of regional, state or national repute. When considering persons of regional, state or national repute, the following criteria will be considered:

1. Demonstrates good character
2. Has made significant contributions or achievements

Level 2 Facilities

Names may reflect building mascot associations, the building magnet theme, geographic locations, topographical character, or prominent persons of regional, state or national repute. When considering persons of regional, state or national repute, the following criteria will be considered:

1. Demonstrates good character
2. Has made significant contributions or achievements

POLICY ADOPTED:	June 3, 2019
POLICY REVIEWED/REVISED:	February 21, 2023
Monitoring Method:	Administrative Review
Monitoring Frequency:	Every three years