

NAMING OF FACILITIES: 6970P

Committee to Make Naming Recommendation:

When growth and/or need dictate, the Superintendent shall establish a committee of not less than four (4) nor more than twenty (20) members who have an interest and understanding of the history of the community to make a recommendation for the naming or renaming of a school or facility.

Committee Makeup:

The committee shall consist of a District Administrator, a School Administrator, and a racially representative group of staff, parents, and scholars.

Committee Requirements and Recommendation to the Superintendent:

The committee may solicit additional feedback from staff, scholars, families, and/or the community through listening sessions and/or telephone and/or email surveys. The committee shall meet at least three (3) times and shall make a written report with a recommendation to the Superintendent within 2 months of first convening. The report shall rank and recommend no more than three (3) potential names. The report to the Superintendent shall include the following:

1. A list of all names considered and whether each name was rejected or recommended.
2. If a name is recommended, a brief history of the place, or geographical characteristic of the proposed name.
3. A ranking of the final three (3) recommendations.

The Committee shall use the following criteria to evaluate the proposed names:

Naming Criteria:

1. The name selected shall be relevant and meaningful to the school community and be considered one that will stand the test of time (i.e., not be trendy).
2. New names for schools or facilities should fit well with the names of other schools of the District.
3. The name should be unique and dissimilar from other names/facilities in FWPS, the City of Federal Way, or those neighboring districts and cities.
4. Schools named after June 2021 will not be named after a person nor a place or event from children's literature.

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5. Names shall reflect the mission, vision, and values of the District as expressed in the Strategic Plan. Schools shall be named after local lakes, native flora and fauna, geographical characteristics and/or names.

Superintendent Recommendation to the Board and Public Comment:

Upon receiving the written recommendation to the Superintendent, the Superintendent shall submit a recommendation to the Board of Education. The responsibility of naming a school or facility is reserved to the Federal Way Public Schools Board of Education. The Board of Education will give the public opportunity for comment on the recommendation at least once during a normally scheduled Board Meeting prior to choosing the final name.

Requests to Rename Current Schools/Facilities:

Requests to rename an existing school or facility must be submitted in writing to the Superintendent and must include the following:

1. State the reason for requesting the school name to be changed.
2. If the request is based on objections to the current school name; the requestor should indicate how the current school name does not align with the District School Naming Criteria above. In this type of case, the request should include historical or other evidence to support the request.
3. Statements in support of the request from current or former scholars, staff, and community members.

If the Superintendent determines that the renaming question warrants further review, the Superintendent will appoint a committee as above to make a naming recommendation. If the request is not approved by the Superintendent, no further action will be taken.