

NAMING OF DISTRICT FACILITIES, PROPERTIES AND ASSETS

The Colorado Springs School District 11 Board of Education (the Board) has the final approval authority in the naming or renaming of Colorado Springs School District 11 (the District) facilities, properties, and assets. This includes any space or area within any facility or property.

In selecting names for nomination, special consideration will be given to those names that will have special meaning to students and citizens of the community and the District. If nominations include names of individuals, living or deceased, they must have made outstanding contributions to the District, community, state, or nation. Names of individuals will be considered only after they have been retired or deceased for at least six years. No two schools/facilities in the District will be given the same name.

Naming Committee

To aid in the recommendation and approval process, the Superintendent shall appoint a Naming Committee (the Committee) to accept and process written naming proposals each semester, if needed. The Committee will meet as requested to review and evaluate naming proposals. The Committee will designate its own chair, establish committee rules, and committee membership will be approved by the Superintendent or designee. The Committee will solicit all evaluation information and data required for its deliberations through the Superintendent or designee.

Membership of the Committee should be representative of the community served by the facility, and consist of:

- Two District Teachers
- Two District Educational Support Professional (ESP) Employees
- A District Executive Professional Employee from the facility at issue
- Two representatives from the District Accountability Committee who are not employed by the District
- Two representatives from the School Accountability Committee in the community served
- The District's Custodian of Records
- A Parent/Guardian from the community served
- Two community members within the facility's community

Naming Process

1. Proposals regarding nominations are welcomed and may be submitted by a member of the Board, the Superintendent, staff member, parent/guardian, student, community member, civic group, or any employee.
2. A standard naming nomination proposal form will be used for all submissions. The form will be submitted to the Superintendent by the end of September for consideration in the first semester and by the end of February in the second semester. Submissions made after the deadline will be considered in the following semester.
3. Upon receipt of a proposal form, or the need to name a facility, the Superintendent or designee will appoint the Naming Committee. All naming proposals will be forwarded to the Committee Chairperson.

4. The Communications Department, in collaboration with the Committee, will hold a publicly announced community meeting to solicit feedback in the community served and may solicit additional data and/or interview individuals in the evaluation process. The Committee will document its evaluation and recommendation regarding all nominations and forward them to the Board for approval or disapproval.
5. After receiving the Committee's recommendation, the Board shall use a careful and orderly process in examining all naming proposals and facilitate the process for administrative and legal review as needed. The Board may hold an additional public hearing on specific proposals if desired.
6. The Board will solicit input from the Superintendent/staff regarding the impacts related to the naming proposal (legal, physical, financial, materials, timing).

Although the Board will carefully consider the Committee's recommendation, the final responsibility and authority for naming or renaming of the District facilities, properties, and assets, including areas or spaces within a facility, rests with the Board.

Names of potential corporate sponsors may be considered through the corporate sponsorship program.

Adopted January 1997
Revised October 10, 2012
Revised May 30, 2018
Revised March 10, 2021
Revised April 12, 2023

CROSS REFS.: FF-E, Exhibits to Policy FF, Naming of District Facilities, Properties and Assets