

Board of Education Policy

NAMING OF FACILITIES

The Board of Education is responsible for naming any new or existing facility. In selecting a name for any facility, the Board may take into account those persons who have been involved in the planning, construction or renovation of the facility, or any other relevant considerations. Suitable building plaques or other memorials may be authorized by the Board.

The Board establishes the following procedures for reviewing the naming and renaming of all District facilities:

1. Whenever someone wishes to make a request to name or rename a facility, the requestor shall submit such request in writing to the Superintendent of Schools.
2. Following receipt of such request, the Superintendent of Schools will make an initial determination if the requested naming or renaming is appropriate in his/her sole discretion (e.g., has some relevance to the District and/or its community, is not offensive, vulgar, or inappropriate, etc.). If it is found to be appropriate, the Superintendent shall forward the request to the Board of Education, which will form an Ad Hoc Committee pursuant to Board Policy No. 2250, *Board Committees*, to review and consider the request.
3. Upon the establishment of the Ad Hoc Committee, the Superintendent of Schools shall make recommendations to the Board of Education as to the membership of such committee pursuant to the following parameters: (a) the Committee shall consist of five to seven members; (b) the Committee shall include at least one current District administrator (at the building-level or central office) and one community member who is not employed by the District; (c) the members of the Committee should, to the extent practicable, include individuals who have some familiarity with the facility being named or renamed and/or the person for which the facility is being named or renamed; and (d) for requests that involve Athletic Facilities, the Committee shall include the Athletic Director.
4. The Committee shall meet and make recommendations to the Board of Education regarding the naming or renaming of the facility at issue. After such written recommendations are made, the Committee shall be dissolved.
5. The Board of Education will then consider such recommendation, and may adopt, reject, or amend the recommendation, as it sees fit.

Adopted: 12/12/1996

Reviewed: 01/30/2008 11/18/2015 02/16/2022 05/31/2023 08/02/2023

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