

## Naming School Facilities

### A. Naming New Buildings

When a school building is to be named, the board will appoint a committee from the geographic area of that school. The committee will include the superintendent of schools as chairperson, the principal of a school serving the same level, and at least eight other citizens in the community which shall include at least three teachers. Citizens, board members, and school personnel may submit names for consideration by the committee. In selecting names, special consideration will be given to those names that will have special meaning to students and citizens. Schools, at any level, may be named for presidents, statesmen, heroes of national, state or local fame, local educators, community and civic leaders, events, groups, or places. **ANY INDIVIDUAL PERSON WHOSE NAME IS RECOMMENDED MUST BE DECEASED OR RETIRED FOR AT LEAST FIVE YEARS.** The five year waiting period is provided to give perspective regarding the contribution of the individual or individuals.)

A new building will be named as soon as its construction has become a financial reality, the site selected and the architect approved. No two school facilities shall be given the same or similar name.

### B. Naming a Portion of a Building

The board will consider requests from school and community groups to name a portion of a building for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system. **ANY INDIVIDUAL PERSON WHOSE NAME IS RECOMMENDED MUST BE DECEASED OR RETIRED FOR AT LEAST FIVE YEARS.**

A campus with multiple buildings shall have only one name. A portion of a building or a portion of a building on a campus may be named to honor one or more individuals, events, or places. The proposed name for a portion of the building must be approved by the board in advance. Any plaque to recognize the naming of a portion of a building shall be no larger than 18" x 24". The plaque and location of the plaque shall be approved by the board before it is prepared.

### C. Renaming of Facilities

Ordinarily a building will not be renamed unless the current name becomes obsolete or inappropriate because of the community it serves or the program it houses. Schools named for a person will retain that person's name as part of the building's name as long as the facility is used for instructional purposes by the district. When the use of a school changes and it no longer houses a regular school program, the board, upon the recommendation of the school administration or the community, will consider changing the name of the facility only if the proposed new name has special significance as outlined above.

D. The board reserves the right of final approval for the name of any and all facilities.

E. The naming or renaming of all or a portion of any building must be approved by the board prior to the public announcement.

F. In the event a contributor makes a donation to the corporation which enables the corporation to construct or remodel a facility the Board may waive any or all guidelines 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 school corporation and the Board believes the size of the gift warrants such action, the Board may approve the name designated by the donor.

Board Adopted: March 10, 1989

Revised: April 24, 1995; June 9, 2008