

Procedure – Naming Schools and Facilities

The naming of a school and/or district facilities will take place in the following manner:

- A. The superintendent will select a committee whose purpose it will be to submit to the board a list of not less than three, nor more than five, names for the new school. The list will briefly state, along with each name, why the committee nominated each name. The committee may solicit nominations from students and the community;
- B. The committee will, whenever possible, follow these guidelines:
 1. Each name will be known to, and significant to, the people of the district;
 2. The names submitted will not conflict with the names of other schools in the district or surrounding districts; and
 3. The use of names of living persons will be avoided unless the circumstances warrant an exception.
- C. The board will select the name of the new facility from the list. In recognition of the efforts of those involved in the project, a plaque containing the following information will be attached to a new building:
 1. School and/or facilities name;
 2. Board-approved construction date;
 3. Completion or dedication date;
 4. Name of board members as of the board-approved construction date in the following order:
 - a. *Chair/President*;
 - b. *Vice Chair/President*; and
 - c. Members (alphabetically)
 5. Superintendent as of board-approved construction date; and
 6. Architect and contractor names.

Formal dedication of the facility will take place on a date and time specified by the board.

Adoption Date: 03.27.2003
Classification: Discretionary
Revised Dates: 12.11
Current Version Adopted: 02.21