

## **Naming of Buildings and Facilities** (Procedure)

The process of naming a new building or facility shall be started before the building or facility is opened for use. The planning principal or building administrator primarily responsible for management of the building or facility shall initiate and supervise the following process:

1. A committee of parents, patrons, employees, and students when feasible, shall be organized. The planning principal or building administrator shall serve as chairperson or co-chairperson of the committee.
2. The committee shall research possible names.
3. The committee shall consider past precedent in the district, future impact upon the district, and the district's philosophy.
4. The committee's recommendation to the Board shall include an overview of the process used by the committee, a review of all names that received serious consideration, and the justification and background for the recommended name.
5. The Board shall make the final decision on the names of buildings and facilities.
6. Following Board approval, the planning principal or building administrator shall plan appropriate ground breaking and/or dedication ceremonies for the building or facility. Such plans shall be approved by the superintendent or designee.

### **Renaming a building or facility**

Existing buildings or facilities may be renamed by the Board. The following procedures will be implemented after a name has been proposed by a district resident(s) or employee(s).

1. The superintendent shall consider the proposed name and facility and determine the process that shall be utilized. If a committee is to be used, the process shall be as follows:
  - a. The superintendent shall appoint co-chairpersons of a committee for the renaming of the building or facility.
  - b. The co-chairs shall organize a committee that includes parents, patrons, employees, and when appropriate, students. The majority of this committee shall have a direct connection to the building or facility and at least one person shall have a recognized historical understanding of the building or facility. Committee membership shall be approved by the superintendent or designee.
  - c. The committee shall research the proposed name(s).
  - d. The committee shall consider past precedent in the district, future impact upon the district, the impact on the community, the significance of the contributions(s) of the person or organization, and the philosophy of the district.

- e. The recommendation to the superintendent shall include an overview of the process used by the committee, impact, contributions of the person or organization, and the justification and background for the recommended name.
2. The superintendent shall review the recommended name(s) and determine what name(s), if any, should be recommended to the Board.
3. The Board shall make the final decision on the name of buildings and facilities.
4. Following Board approval, an appropriate ground breaking and/or dedication ceremony for the building or facility shall be planned. Such plan shall be approved by the superintendent or designee.

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