

## NAMING SCHOOL DISTRICT FACILITIES AND EVENTS

Naming of school district facilities and events is the responsibility of the Board of Education. Because members of the community need to feel connected to school facilities, names given to them shall be selected with great care.

Names for facilities may originate from members of the board, district employees, students, or members of the community. A nomination, in writing, which shall contain rationale for such nomination, may be solicited from, or offered by, the public. Such nominations should be directed to the district employee responsible for the facility or event, who then will forward the nomination to appropriate district officials and the board. The board will set the terms of naming a particular facility or event as suits its circumstances. Once a facility or event has been officially named, it shall not be renamed except for compelling reasons to be determined by the board.

Criteria that may be considered when naming school facilities are:

1. Only a district facility with a specific purpose may be named. Only ongoing events or events of substantial importance may be officially named.
2. A facility or event may be named after a geographic location and/or a section of the district it serves.
3. If a facility or event is to be named after a person, that person shall be of exemplary character; have made an outstanding contribution to education, humanity or the community; have displayed outstanding leadership; or be a person of historical significance. If named after a district employee, that person shall be retired or departed for a minimum of one year.
4. Facilities or events may also be named after major contributors to the school district without whom the event or new facilities would not have been possible.
5. Parts of facilities or events may be named after individuals using the same criteria for recognition of individuals.