	<p>NAMING OF SCHOOL DISTRICT BUILDINGS PROCEDURE</p>	<p>H10.01 Revised April 2001 Page 1 of 1</p>
---	--	--


BOARD-ADOPTED PROCEDURE

Introduction

The School Board does not favor changing the names of existing School District buildings or portions of buildings. However, occasionally a change in the name of a school building, or a portion of a building may be appropriate. Also, from time to time it may be necessary to name a new building or name a portion of a building. Before any name change and any naming of a new building or portion of a building is finalized, school and community input shall be sought.


Procedure

1. Initial Naming of a Building
 - a. The opportunity to name a new building comes about as a result of new construction. Replacing an existing building, either at the same or a new site, is not considered new construction for the purpose of this procedure. (See paragraph 5 below).
 - b. Names of new buildings should be selected based upon: (i) geographical location or local community name; or (ii) distinguished individuals who have served the local community, state, or nation, whether in education or other fields.
 - c. Whenever the opportunity to initially name a building is presented, the Superintendent will request the principal or appropriate District administrator to meet with community residents and other interested individuals to discuss the naming opportunity. If a name is proposed centrally, the school community will be asked to review the proposed new name. Otherwise, the school community will be asked to recommend a name or names.
 - d. The principal or appropriate administrator should prepare a written report summarizing school and community recommendations for the

	<p>NAMING OF SCHOOL DISTRICT BUILDINGS PROCEDURE</p>	<p>H10.01 Revised April 2001 Page 2 of 2</p>
---	--	--

proposed new name. The report should be submitted to the Superintendent. The Superintendent shall then make a recommendation to the Board.

- e. The Board will accept or reject the proposed name(s).
 - f. When a name is approved, the Superintendent shall send a notification of the name to the appropriate offices, locations, and persons.
2. Initial Naming of a Portion of School Building
- a. Portions of a school include rooms, auditoriums, gymnasiums, athletic fields, libraries, and the like.
 - b. The opportunity to name a portion of a building or name a portion of a new building could come about for a number of reasons, including new construction or in recognition of a gift or other funding opportunity.
 - c. The name of a portion of a building should be selected based upon: (i) geographical location or local community name; or (ii) distinguished individuals who have served the local community, state, or nation, whether in education or other fields.
 - d. In the case of naming in recognition of a gift, the name could also be that of an individual donor or member of the donor's family. Corporate names of rooms and portions of buildings will not be allowed. Nothing in this policy shall preclude the placement of an appropriately-sized plaque, name plate, or donor wall in a room or other portion of a school in recognition of a corporate gift, provided no advertising, as opposed to recognition, is involved. Plaques, name plates, and donor walls are governed by Board Procedure G30.00.
 - e. Whenever the opportunity to name a portion of a building is presented, the Superintendent will request the principal to meet with staff, students, alumni, and community residents to discuss the naming opportunity. If the school has a site council, it shall be included in such

	<p>NAMING OF SCHOOL DISTRICT BUILDINGS PROCEDURE</p>	<p>H10.01 Revised April 2001 Page 3 of 3</p>
---	--	--


meetings. If a name is proposed centrally, the school community will be asked to review the proposed new name.

- f. The principal should prepare a written report summarizing school and community recommendations for the proposed new name. The report should be submitted to the Superintendent. The Superintendent shall then make a recommendation to the Board.
- g. The Board will accept or reject the proposed name change.
- h. If the change is approved, the Superintendent sends a notification of the change to the appropriate offices, locations, and persons.

3. School Building Name Change

Since a proposal to change a school building name could originate from many sources, the following steps should be taken:

- a. The person(s) proposing the name change should present the proposal to the Superintendent.
- b. If the Superintendent decides the school name change should be considered, he or she will request the principal meet with staff, parents, students, alumni, and community residents to discuss the proposed change. If the school has a site council, it shall be included in such meetings. The principal should prepare a written report summarizing school and community support of and/or opposition to the proposed change. This report should be submitted to the Superintendent.
- c. If the building is named after a local person, a good faith effort must be demonstrated to contact and seek input from the relatives of that person (e.g., Internet search, legal ads, phone book, daily newspaper) before the name change is approved.
- d. If the Superintendent approves of the name change, the proposed change will be submitted to the Board.

	<p>NAMING OF SCHOOL DISTRICT BUILDINGS PROCEDURE</p>	<p>H10.01 Revised April 2001 Page 4 of 4</p>
---	--	--

- e. The Board will accept or reject the proposed name change.
- f. If the change is approved, the Superintendent sends a notification of the change to the appropriate offices, locations, and persons.

4. Changing the Name of a Portion of a Building

The procedure for changing the name of a portion of a building shall be the same as for changing the name of the building itself.

5. Replacement Buildings

When a building is torn down and replaced, either at the same location or a new location, it should retain the same name unless the procedure for school building name change is followed.

6. Program Names

Naming and changing the name of programs shall be within the authority of the Superintendent.

Cross-reference: See also Board Procedure G30.00 - Plaques, Name Plates, and Donor Walls