

NAMING FACILITIES

CW
(LOCAL)

TIME LINES

NEW FACILITIES OR FUNCTION AREAS

The Board shall name all schools, other facilities, and function areas whether new or existing.

When the Board awards a contract for construction of a school, other facility, or function area that requires naming, the Board may solicit recommendations for naming the school, facility, or function area 30 days after approval of the contract. The deadline for accepting recommendations shall be no later than 30 calendar days after nominations have been requested.

Within 60 calendar days from the date of awarding the contract, the Board shall consider the recommendations.

EXISTING FACILITIES OR FUNCTION AREAS

The time lines for naming an existing school, other facility, or function area shall adhere to the requirements as specified by the Board.

GUIDELINES

The following guidelines shall be applicable to nomination submissions:

1. A school, facility, or function area may be named after an individual. The individual must have made exceptional contributions to public education, preferably to the District or society.
2. The individual must represent exemplary human qualities or serve as a model of excellence for the students who will attend the facility and should lend prestige and status to an institution of learning.
3. The individual may be living or deceased.
4. The individual nominated shall not be an employee at the time of consideration or selection of a name.
5. Diversity shall be given consideration in selecting a school name.
6. Schools, facilities, or function areas may also be named after geographic areas, landmarks, or academic-educational functions.
7. Personal favoritism, political pressure, or temporary popularity shall not influence the naming of schools, facilities, or function areas.

NOMINATIONS

All nominations for naming of a school, facility, or function area shall be submitted in writing to the Board or Board's designee. If the nomination is for an educational facility to be named after an individual, the justification shall include biographical data, significant contributions, and the rationale for the honor.

NAMING FACILITIES

CW
(LOCAL)

MAJOR CAPITAL
DONATIONS

FACILITY

Upon approval of the Board, a facility may be named for an individual or group if a major capital donation has been made to the District for the facility by or on behalf of the nominated individual or group. A major capital donation is defined as the land for the facility or a donation of 50 percent or more of the total cost of constructing the facility.

PORTION OF A
FACILITY

Upon approval of the Board, a portion of a facility may be named for an individual or group if a major capital donation has been made to the District for the facility by or on behalf of the nominated individual or group. A major capital donation for the naming or re-naming of portions of facilities is defined as the land for the facility or a donation of 25 percent or more of the cost of constructing the facility or portion of the facility.

BUILDING ADDITION
OR FACILITY
RENOVATION

When a District building addition or facility renovation takes place, and interest has been expressed to name the addition or renovation, or when interest has been expressed to name an existing school facility, the principal shall convene a committee comprised of a member of the school's campus improvement team (CIT), PTA, booster club or other significant parent organization, alumni organization (if one exists), and a member of the school community (parent, business representative, or community member).

The committee shall solicit nominations through announcements in school/PTA newsletters, the marquee, and local newspaper announcements. The committee is advised to make a concerted effort to research a variety of stakeholders using more than one method of communication. A person making a nomination shall complete the District's school/facility name nomination form and shall return it to the principal or unit head. The committee shall convene and consider all nominations.

The committee shall submit a recommendation for the Board's consideration and shall include a second and third option. The principal or unit head shall coordinate this process through the appropriate associate/assistant superintendent or supervisor, who shall forward the documentation to the Superintendent for presentation to the Board for approval. Funding to provide signage for the building addition or facility renovation, that is not already budgeted, must be provided by an outside entity or must be submitted for a future budget consideration.

The facilities department shall compile a list of common signage (interior and exterior) cost estimates, including installation. The cost estimates shall be included as part of the District's school/facility name nomination form.

NAMING FACILITIES

CW
(LOCAL)

NOTIFICATION /
DEDICATION

Only after Board approval, if the approved name is of an individual, the honoree (if living) and/or the honoree's family shall be formally notified and an appropriate dedication ceremony shall be planned.