

NAMING FACILITIES

CW
(LOCAL)

School buildings shall be named by the Board, which may appoint a committee to study and suggest possible names for a school building. The Board also invites suggestions from all sources during its considerations.

The Board shall also retain approval authority for District facilities and partial facilities including, but not limited to, the following:

- Wings;
- Classrooms;
- Gyms;
- Band halls;
- Libraries;
- Auditoriums; and
- Cafeterias.

Any facility named prior to the adoption of this provision shall be grandfathered.

A name shall not be considered and shall be removed from District facilities if it comes to the attention of the Board that the named individual has been convicted of a felony or of any crime involving moral turpitude; conviction of a lesser included offense pursuant to a plea when the original charged offense is a felony; or deferred adjudication for a felony or any crime involving moral turpitude.

CRITERIA

The criteria for the naming of a District facility or renaming of an existing facility shall include the following:

1. A facility or part of an existing facility may be named for an individual, for a place such as a landmark or neighborhood, or for any other reason determined by the Board.
2. The name must not already be in use by another District school or facility.
3. The name of the facility or part of facility must respect racial and cultural differences and values.
4. ~~3-~~ If a facility or part of a facility is named for an individual or organization, the following shall apply:
 - a. The individual may be living or dead for at least 18 months prior to the submission of the individual's name for consideration by the Board. However, the Board may consider naming a facility at any time for an individual who served in the military and died in the line of duty.

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- b. The individual or organization must be recognized by the general public and widely respected.
- c. The individual or organization must embody exemplary qualities that can serve as a model of excellence.
- d. The individual or organization must have made a significant contribution or donation to the District, local community, state, or nation or have a connection to the District.

A petition shall not be considered by the Board as a criterion for consideration.

PROCESS

When the Board is considering naming a new facility, renaming an existing facility or part of an existing facility, the following process shall be followed:

1. The Board shall direct the Superintendent or designee to begin the process for naming a facility, renaming a facility, or part of an existing facility, indicate whether a naming committee is to be used, develop a community engagement process and indicate the timeframe for such process, and indicate the time frame for naming the facility, renaming the facility, or part of an existing facility.
2. An individual Board member may submit a name or names for consideration at least 15 days prior to the deadline set by the Board.
3. Notice of the process for naming the new facility or facilities or renaming an existing facility shall be broadly disseminated.
4. The notice shall contain the following:
 - a. The criteria reflected in this policy.
 - b. The general area and type of facility to be named, i.e., elementary school, middle school, high school, or special facility or partial facility, i.e., wings, classrooms, gyms, band halls, libraries, auditoriums, and cafeterias.
 - c. The deadline for the submission of names for consideration. In no event shall the deadline for submission of names for consideration be less than ten business days after the notice of the process for naming the new facility, renaming an existing facility or part of a facility is issued.
 - d. The following disclaimer — “Nominators are encouraged to provide a succinct description of the landmarks,

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neighborhoods, or nominees' contributions, why they are important, and any pertinent history that should be considered. While no fixed standard is imposed, supporting documents of no more than five pages should be sufficient."

- e. A statement that the Board is not bound to name or re-name a facility based solely on the number of people supporting a particular nominee.

When part of an existing facility is being considered for naming, the party contemplating the naming shall submit a recommendation to the Board for consideration. In the event the Board elects to move forward on a nomination, the criteria described above shall be followed. However, any existing campus facility's nomination should have the consensus support of the principal and the campus advisory committee prior to Board approval.

RENAMING FACILITIES
OR PORTION
THEREOF

Unless a school is repurposed or a programmatic change has been made, officially named property shall not be eligible for renaming until 50 years after the date of the official naming. If there is a deed restriction or donor designation ~~or such name is of special historical or geographical significance~~, the property shall not be eligible for renaming. Officially named facilities are defined as those that have been named by the Board.

~~In the case of renaming, an appropriate use of the former name should be determined before the change is made.~~

In renaming the facility or portion, the guidelines criteria and process set forth above for the naming of facilities shall be followed.

COSTS FOR
RENAMING PORTIONS
OF FACILITIES

The District may require that other parties bear the applicable, costs (i.e., food, plaques, advertising, receptions, and the like) associated with the renaming of facilities or portions thereof.

DEDICATION

A new school building or facility shall be dedicated at a ceremony held after the official naming of the facility by the Board.

PLAQUE FOR NEW
FACILITIES

A plaque shall be placed in each new school building or facility. The plaque shall include the names of all Board members seated from the time of the term when the bond was approved by the voters and the Board seated at the time of the building's opening. The plaque shall also indicate the appropriate bond program, school name, opening year, project scope, project team leader, architect, general contractor, and the names of all Superintendents throughout the duration of the respective bond program.

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PLAQUE FOR
RENOVATIONS AND
ADDITIONS

A plaque may be placed in an existing facility or campus if the building is renovated or if a special purpose building is built. The Board shall, at the time of contract, determine if a plaque will be included in the specifications. If a plaque is required in the addition or special purpose building, the plaque shall follow the specifications as listed above.

DEDICATIONS AND
MEMORIALS

Dedications, tributes, likenesses, statues, or memorials honoring an individual or group on campuses or District facilities may not include the following:

1. A headstone or grave marker; or
2. A dedication, tribute, likeness, statue, or memorial that obligates the District to expend funds to add names to the dedication, tribute, likeness, statue or memorial in the future.

CAMPUS FACILITIES

The following process shall be followed when a request is made to erect a memorial or similar type of addition, property, or fixture:

1. The request shall be submitted in writing to the principal of the campus where the memorial or fixture is sought to be erected. The request shall include information regarding the cost, materials, installation, location, maintenance, repair, replacement, content, and security of the memorial or fixture.
2. After submission to the principal, the principal shall present the request to the campus advisory committee and the parent teacher association.
3. If both the campus advisory committee and the parent teacher association recommend, and the principal agrees, that the request for a memorial or fixture be approved, the principal shall forward the request to the Superintendent with the recommendation that it be approved.

DISTRICTWIDE
FACILITIES

The following process shall be followed when a request is made to erect a memorial or similar type of addition, property, or fixture on a Districtwide facility or grounds:

1. The request must be made by a resident of the District, an entity that pays taxes into the District's general fund, or a non-profit entity that provides services or funding, direct or in-kind, to the District.
2. The request shall be submitted in writing to the Superintendent. The request shall include information regarding the cost, materials, installation, location, maintenance, repair, replacement, content, and security of the memorial or fixture.

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3. The Superintendent shall present the request to the District Advisory Committee for input.

SUPERINTENDENT
RECOMMENDATION
TO BOARD

Upon completion of the processes outlined above, the Superintendent shall present a recommendation to the Board to approve, approve with modifications, or reject a request to erect a memorial or similar type of addition, property, or fixture on a campus or Districtwide facility.

PROCESS FOR BOARD
APPROVAL

Final approval of dedications, tributes, likenesses, statues, or memorials honoring an individual or group to be erected on a campus or Districtwide facility shall be made by the Board. A proposal submitted by the Superintendent to the Board for a memorial or similar type of addition, property, or fixture to be erected on or attached to the grounds or facilities in honor or in memory of an individual, individuals, or group shall be accompanied by a written plan outlining all aspects of the memorial or similar type of addition, which includes:

1. The proposed site;
2. A short history or biographical sketch of the person, persons, or group to be honored;
3. The dedication process;
4. Any associated costs, other maintenance, or security implications; and
5. The source of funds to be used for construction, installation, maintenance, repair, replacement, and security.

The District reserves the right to modify or reject any proposal.

REMOVAL OF PLAQUE,
MEMORIAL, OR
SIMILAR TYPE OF
ADDITION, PROPERTY,
OR FIXTURE

A request to remove a plaque, memorial, or similar type of addition, property, or fixture placed on a campus or Districtwide facility may be made in accordance with the same guidelines outlined above for requesting a memorial or similar type of addition, property, or fixture to be erected on or attached to a campus or Districtwide facility.

Failure to comply with the process outlined in this policy for requesting a plaque, memorial, or similar type of addition, property, or fixture placed on a campus or Districtwide facility shall result in removal of the plaque, memorial, or similar type of addition, property, or fixture.