

Operational Services

Naming/Renaming of Facilities, or Areas of Facilities and Programs

The granting of Naming Rights must always be consistent with the Board's District vision and mission. No activity as allowed by this policy shall violate, nor advocate the violation of, law or District policy.

New or Existing Facilities

The following policy shall be followed in naming or renaming new or existing facilities, additions to facilities, or specific sites within existing facilities:

1. Students, parents(s)/guardian(s), faculty, and/or community members shall meet with the building principal or administrator in charge prior to submitting recommended name(s) for the site. If the name of a person is submitted, the person must have been deceased for a minimum of 2 years and shall have made a significant contribution to society. In addition, a petition with 50 signatures must accompany the submitted name along with background information supporting the recommendation. There will be no exception to the two- year time requirement.
2. Recommendations to name facilities may include, but are not limited to, names of persons provided they meet the memorial criteria, historical landmarks, and geographic locations.
3. Additions to certain buildings or specific sites within existing facilities may be designated to honor particular individuals following the same guidelines as the policy established herewith.
4. Generally, the Board responds to the recommendations of the Superintendent. If extensive discussion is required, the Board or the Superintendent may appoint a special committee to investigate the particular case and report back to the Board.

On a rare occasion, it may be necessary or desirable to change the name of an existing school. In the following instances, a name change may be recommended for an existing school or facility:

1. When a new facility is built or built to replace an existing facility that will be used for another purpose, the new building may be given a new name. The original name will be retained by the existing building (if the building still exists).
2. When an educational facility is erected on the grounds of an existing facility and the new facility serves a function distinct from that of the existing one, the new facility may be given a new name.
3. When the attendance area of a school is eliminated or enlarged to allow for full-time citywide or regional enrollment in a new major program, a new name may be submitted.
4. When the current instructional program of a facility is changed to fulfill a specific programmatic need, a new name may be submitted.

School communities seeking to propose names for a new or existing school may receive guidance

and technical assistance from the Superintendent or designee.

Consistent with Board Policy, the Board may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

Temporary Naming Rights

The Superintendent shall make the final decision regarding whether the District will allow the temporary granting of Naming Rights related to District programs or facilities other than schools. The granting of any Naming Rights shall be in accordance with District guidelines.

LEGAL REF.:

CROSS REF.:

Adopted: March 11, 1997

Revised: August 14, 2012
January 8, 2019