

POLICY FF – NAMING FACILITIES/MEMORIALIZING

POLICY ISSUE/SITUATION:

The School Board will discuss whether to modify Policy FF, Naming Facilities/Memorializing, which provides that facilities within schools shall not be given separate names.

BACKGROUND INFORMATION:

Following the passing of a former Southridge HS student in Afghanistan, a community group seeking to rename the Southridge HS football stadium has asked the Board to modify Policy FF. At a prior Board meeting, several Board members asked for more information to assist in the decision, including information from neighboring school districts (i.e., Portland Public Schools, Hillsboro School District, Tigard-Tualatin School District and Salem-Keizer Public Schools) and Portland Community College.

RECOMMENDATION:

It is recommended that the Board receive the information regarding other Districts' policies and practices, have an opportunity to discuss and ask questions, and determine whether to direct the Policy Committee to recommend changes to Policy FF at a future Board meeting.

Beaverton School District

Code: FF
Adopted: 3/27/89
Readopted: 9/11/00,
6/18/12
Orig. Code: 1160

NAMING FACILITIES/MEMORIALIZING

The Board will select names for schools.

In considering names for schools, preference will be given to names associated with the community. Names of historical persons, places and events may be subsequently considered. Names of living persons will not be considered.

Recommendations from Community Engagement Committees, parent groups, other organizations and residents of the district will be considered.

Facilities within a school, e.g., auditorium, athletic fields, etc., shall not be given separate names.

The superintendent will, upon request, prepare for the Board a list of possible names for each new school. A list of suitable memorials for honoring deceased students and staff will be available for schools to consider.

Beaverton School District

Code: FF-AR
Adopted: 5/30/00
Readopted: 9/11/00
Original Code: 1160

HONORING DECEASED STUDENTS/STAFF

Schools, with their principal's approval, may choose to memorialize a student or staff member who has passed away by:

1. A bench with plaque with deceased's name
2. A living memorial scholarship
3. A living memorial with a plaque in the media center. Funds go toward the purchase of books for the media center.
4. A plaque placed on an art piece, i.e., a sculpture.
5. A living memorial, which funds go toward a scholarship which assists students with athletic fees.
6. A score board in the gym with a deceased name.
7. A plaque at the base of a flagpole with a list of deceased.
8. A plaque on bleachers, "in memory of..."
9. A plaque on the backstop, "in memory of..."
10. A living memorial fund to aid Pop Warner/Youth Football fees.
11. A memorial page in the school yearbook.
12. An annual award using the deceased's name for an attribute, such as: good sportsmanship, leadership, etc.
13. Planting a tree.
14. If their administrative regulations allow it, join with Tualatin Hills Park and Recreation District in naming one of their parks – a park that is adjacent to one of our schools.

Any change to a building, grounds or permanently attached equipment considered under this AR shall be subject to the review and approval process established under AR FEF/FEFB.

**MEETING OF THE SCHOOL BOARD
BEAVERTON SCHOOL DISTRICT 48
ARTS AND COMMUNICATION HIGH SCHOOL**

MINUTES

Regular Meeting

May 8, 2000

The School Board of Beaverton School District 48 conducted a regular meeting at Arts and Communication High School at 7:30 p.m. on May 8, 2000.

Present:

Charles Meyer, Chair
Sherre Calouri
Craig Irwin
Ann Jacks
Mike Leopold
Priscilla Turner
John Wilkins

Student Representatives:

Ashley Gregg, Arts and Communication High School
Hilary Berry, Sunset High School
Tim Johnson, Westview High School

Yvonne Katz	Superintendent
Steve Ladd	Assistant Superintendent for Support Services
Tom Roberts	Assistant Superintendent for Support Services
Virginia Aguilar	Executive Administrator for K-12 Special Programs
Robert Bolden	Executive Administrator for K-12 School Support
Linda Borquist	Executive Administrator for Human Resources
Mick Finn	Executive Administrator for K-12 School Support
Bruce Griswold	Executive Administrator for Business Support Services
Kathy Leslie	Executive Administrator for Community Involvement

Visitors: Approximately 100 community and staff members

Media: 1

The meeting was called to order by School Board Chair Charles Meyer at **CALL TO ORDER** 7:40 p.m. and he led the audience in the flag salute.

Superintendent Katz introduced Paula Kinney, principal of Arts and Communication High School. Kinney welcomed the Board and other visitors to the school and reported that they had just won the Magnet Schools of America award and their band will be playing in the Rose Festival in June. She thanked the Board for their support of the programs at the school.

May 8, 2000

Meyer said he did not expect the Board to make a decision tonight, but would like to know if they want to pursue this further.

**ATHLETIC/
ACTIVITIES TIGER
TEAM REPORT
(Continued)**

Jacks said she would like to pursue it.

Irwin said he felt it is a worthwhile proposal and the Board should look at it as quickly as it can. He asked, "What are those issues and recommendations that require more action, as far as changes to policies and creation of policies? What recommendations here can be done by administrative reg and can we get our ducks lined up? There are a couple of things in here I would like to discuss a little bit further. We were talking about essentially having one form that would be district-wide; one more question is instead of having .4 positions, could we do this more centralized. There would be one form that would come into the central office, the criteria is all there, it wouldn't matter what school it was, if the activity met the criteria, they would be approved."

Turner said the Board could take a look at what Irwin suggested, but as a parent she believes high school parents need a contact at the school to guide them and lead them at the school.

Meyer suggested that there is enough interest in talking about the money to move the proposal forward. He will get together with the Superintendent to see how the Board can continue this discussion without forcing it through too quickly, but he is also concerned about delaying action. Perhaps there is a way to phase in some changes over the next two years.

Leopold suggested that the Board could move ahead on the no-pass/no-play because there are no budget implications.

Dr. Katz said she understood the Board's direction.

Meyer thanked the members of the Teams for their hard work.

Meyer reminded the Board that in February the Board was asked to name the football field adjacent to Highland Park Middle School "Brendan Fitzpatrick Field." He asked Board members for their response to this request.

**UPDATE ON REQUEST
TO NAME FACILITIES
AFTER DECEASED
STUDENT/STAFF**

Turner said that the current policy which states "facilities within a school, e.g., auditorium, athletic fields, etc., shall not be given separate names", makes a lot of sense to her in a public school setting. She suggested that another form of remembrance, such as score board or bleachers, be added to Highland Park.

May 8, 2000

Jacks commented that the District's attorney did an excellent review of the policy. Unfortunately in the past two years 20 students have passed away. There are just too many to name facilities in remembrance of them. There are many other avenues available that could be long lasting and honor the students or staff.

**UPDATE ON REQUEST
TO NAME FACILITIES
AFTER DECEASED
STUDENT/STAFF
(Continued)**

Wilkins said that he concurs. He appreciated the suggestions of ways to honor students and staff that Tony Fernandez listed in his memo. Wilkins suggested that this list be made available to all schools so they do know what the options are. The Beaverton High School football team honored Brenden with their behavior on and off the field this past year. He was a remarkable person and did a lot for the school district. His family has also done a lot for the community and he does not want that to be minimized by the action of the Board. Wilkins said that the current Board policy is the appropriate policy.

Irwin said he concurs with following the current policy.

Meyer asked if the Board would like to list the ideas (suggested in the memo from Tony Fernandez) in the Board policy or in the administrative regulation.

Dr. Katz said that it would be appropriate to put this list in the administrative regulations.

Irwin suggested that a notation should be made in the policy that references that there are options for people to use to honor deceased students and staff.

After further discussion, Meyer decided the Board was not prepared to modify the policy as requested and that he did not feel compelled to put it on the agenda again before the Summer Work Session.

Wilkins moved adoption of Resolution 00-19 and the motion was seconded:

(00-19) BE IT RESOLVED that the School Board authorizes the Superintendent to execute the Purchase and Sale Agreement for the acquisition of the former Washington County Cooperative Library Building.

The motion passed unanimously.

**AUTHORIZATION TO
EXECUTE PURCHASE
AND SALE
AGREEMENT FOR
ACQUISITION OF
WASHINGTON
COUNTY
COOPERATIVE
LIBRARY
(00-19)**

Code: FF
Adopted: 3/27/89
Readopted: 9/11/00
Orig. Code: 1160

BEAVERTON SCHOOL DISTRICT

NAMING NEW FACILITIES / MEMORIALIZING

The Board will select names for schools.

In considering names for schools, preference will be given to names associated with the community. Names of historical persons, places and events may be subsequently considered. Names of living persons will not be considered.

Recommendations from local school committees, parent groups, other organizations and residents of the district will be considered.

Facilities within a school, e.g., auditorium, athletic fields, etc., shall not be given separate names.

The superintendent will, upon request, prepare for the Board a list of possible names for each new school. A list of suitable memorials for honoring deceased students and staff will be available for schools to consider.

Portland Public Schools: contact Jollee Patterson

PPS allows the naming of facilities within schools. The policy and AR are specific and multi-tiered depending on whether the structure to be named is a school, a non-school facility, an area within a facility, a focus option, etc. The School Board approves the names of major facilities, not areas such as fields, libraries, etc.

PPS's policy allows naming after individuals who have been deceased at least three years, and who have demonstrated leadership in the fields of education, arts and sciences, or public service. PPS also allows naming for individuals (including staff and students) for "long and honorable service" who have made specific contributions to education within PPS.

PPS has conference rooms named after staff, and entertains requests for recognition on benches and gardens (the latter presents upkeep issues).

PPS has had too many graduates killed in the military to honor them with facilities. Since the Vietnam War, PPS has had a tradition of placing memorial plaques in the front hallways of the high schools.

PPS policy allows for recognition in exchange for significant monetary or in-kind contributions, but Jollee didn't recall that ever having occurred.

When PPS established their current policy, they did a multi-district review and found that most districts require a waiting period if the person being honored has died recently.

Hillsboro School District: contact Beth Graser

HSD allows the naming of facilities within schools. Requests for memorials or naming on school sites are made to the school site committee who forwards a recommendation to the principal. If the individual being recognized is the school principal, that recommendation may go to the Executive Director of the Office for School Performance. The recommendation is then forwarded to the Superintendent's Executive Council for consideration and approval. Information regarding the naming is provided to the School Board.

HSD has a high school field named Hare Field (a multi-sport facility named for a prominent Hillsboro state representative); Charles Campbell Memorial Gymnasium; Century HS uses the City of Hillsboro Stadium which is part of the Gordon Faber Recreation Complex (named after a former mayor of Hillsboro); Liberty High School has a soccer field named after Clive Charles, the late soccer star and coach. One of the high schools has a number of rooms that are named after individuals. (They do not encourage this and it is not a common practice now.)

Tigard-Tualatin School District: contact Susan Stark Haydon

TTSD allows naming of facilities within schools. They have received fewer than 10 requests in 30 years, and Susan manages the process very informally. Based on her experience, Susan recommends a waiting period.

The stadium is named after Bob Gray, who was a School Board member and a contractor who donated a great deal to the SD. The stadium had been his vision/community project and was named after him 30 years later (when he was 87). TTSD also has several fields named after individuals and a nature trail named after a former teacher.

TTSD had a HS graduate who died after a bomb injury in Afghanistan. There is a memorial scholarship that is funded by the annual Corporal Matthew Lembke scholarship run (not managed by the SD).

Salem-Keizer School District: contact Jay Remy

S-K SD allows the naming of facilities within schools. To start the process to name a part of an existing school, a proposal is submitted to the principal. The principal convenes a representative school committee and they establish a timeline to receive name nominations. Notice is given to the school's community. The committee holds a public meeting and hears testimony on the recommended names, then discusses and votes on the proposal. The decision of the committee is final with notice sent to the Superintendent.

The naming policy states that potential names have a local, regional or national significance. One field was privately funded by volunteers and named after a former principal. Naming requests are not a frequent occurrence.

Portland Community College: contact Linda Degman

PCC names only campuses and buildings. The policy allows naming agreements that honor individuals (living or deceased) and companies who have provided a "major gift" to the PCC Foundation or "extraordinary service" to the college or the community. Three individual have been recognized: two past presidents and a Senator.

2.20.010-P Naming School District Property

I. Responsibility and Authority

- (1) The naming of all School District properties including, but not limited to, School District schools, school facilities, non-school facilities, as well as focus options, is the responsibility of the Board of Education.
- (2) In considering appropriate names for any school, facility, or focus option, it is the responsibility of the Board to ensure that the name properly reflects the type and mission of the school, facility, and focus option so as to not cause public confusion. In respect for the diversity of our community, names shall have broad acceptance in a multicultural society as determined by the Board of Education.
- (3) In the naming process, the Board recognizes the importance of soliciting student, staff, parent and community input, as appropriate, in the selection of names. Names may be presented by individuals, by petition, by chosen committees, or by other representative groups. While every effort will be made to respect student, staff, parent and community preferences, the Board of Education retains the final authority over selection of names for schools, facilities and focus options.

II. General Criteria for Names

- (1) When evaluating school, non-school facility, or focus option names, the following general criteria shall be followed:
 - (a) Names submitted for consideration may:
 - (i) be known and significant to the community, students and staff; or
 - (ii) relate to local neighborhoods, to relevant geographic areas; to places of historical, geographical, geologic or cultural significance; to indigenous and characteristic flora or fauna; or
 - (iii) be persons or groups of persons, deceased at least three years, who have demonstrated international, national, state or local leadership in the fields of education, arts and sciences, or public service; or
 - (iv) be thematic to reflect the character of the community culture and history; or

B O A R D P O L I C Y

2.20.010-P Naming School District Property

- (v) reflect features of the facility or program type, and mission of the facility.
- (b) Names submitted for consideration shall not:
 - (i) conflict with the names of other schools or focus options in the School District or surrounding School Districts
 - (ii) reflect the names of specific cities with the exception of "Portland".
 - (iii) be a person, location or character whose primary identification is of a religious nature.
 - (iv) include the word 'neighborhood' in the school name unless the school has defined attendance barriers.
 - (v) include the word 'school' in its name if it is a special program or focus option that does not meet the definition of a school as stated in Board Policy 6.10.022-P.

III. Special Recognition of Specific Persons

- (1) The Board of Education acknowledges that communities served by School District facilities periodically desire to recognize individuals for long and honorable service. Locations within school facilities or buildings may be named for former School District employees, citizens or students (not necessarily deceased) who have made specific contributions to education within Portland Public Schools.
- (2) Naming of locations within schools and school facilities are subject to the approval of the Superintendent.

IV. Gifts

- (1) The Board acknowledges that it has the authority to accept monetary or in-kind donations from individuals and entities. In exceptional circumstances, consideration may be given to naming a new school or non-school facility or a portion of an existing school or non-school facility or focus option for a significant gift as determined by the Board. Naming schools, non-school facilities and focus options in this instance shall be consistent with all School Board policies and shall reflect the donor's appropriate financial support as well as the donor commitment to the School District's mission vision and the objectives of the school system.

2.20.010-P Naming School District Property

V. Charter Schools

- (1) Agreements signed between Public Charter Schools and the School District will contain the requirement that the word 'Charter' be included as part of the Charter School name. Charter schools do not have defined attendance boundaries and, thus, shall not have the title 'neighborhood' as part of their name.

VI. School Conversions

- (1) When a school undergoes conversion into separate distinct units, each of which meets the definition of a school as stated in Board Policy 6.10.022-P, those schools will be named following the conditions and criteria for new schools as outlined in this policy.

VII. Renaming or Amending of Current Names

- (1) The Board recognizes that renaming existing schools or facilities or amending existing names by add or deleting words or phrases is a serious, considered decision, and should not be made arbitrarily, frivolously or in haste.
- (2) Because the impact of renaming an existing school or amending an existing name is substantial in terms of potential public confusion, and administrative and fiscal costs, the burden is upon the party or parties proposing the name change to present credible evidence that the benefits of renaming outweigh community and School District impacts.
- (3) The name change must be supported by the school community and the community and must be accompanied by a fiscal impact statement and a proposed method of covering the expense of the name change.
- (4) The Board of Education has the ultimate authority to determine if a credible showing for changing a name is made.

VIII. Implementation

- (1) The Board authorizes the Superintendent to develop procedures which provide for implementation of this policy.

History: Adopted 7/12/2004

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2.20.011-AD Procedures for Naming School District Property and Focus Options

Board Policy 2.20.010-P Naming School District Property and Programs set forth criteria and conditions for naming and renaming property and focus options.

The Communications Department will be responsible for assisting schools in naming and re-naming efforts in accordance with Board Policy 2.20.010-P and this Administrative Directive. Proposals for naming/renaming should be sent to the Superintendent with a copy to the Director of Communications. The Communications Department will ensure that the procedural requirements of the policy and Administrative Directive are satisfied.

The procedure for application of those criteria and conditions in naming and renaming a school facility, other District facilities and focus options shall take place in the following manner:

I. Definitions

For the purpose of this Administrative Directive the following definitions will apply:

- (1) **School**. An institution with a separate organizational structure that has an assigned administrator and site council, a teaching staff, budget and curriculum that meets state content standards. A school has educational programs that lead to students earning CIM or CAM and a high school diploma. (See also Board Policy 6.10.022-P)
- (2) **School Facility**. The physical plant, or building housing a school including but not limited to the playgrounds, athletic fields and parking lots.
- (3) **Areas within a School Facility**. Spaces and rooms inside and out, including, but not limited to classrooms, auditoriums, gymnasiums, administrative offices, halls, and cafeterias, athletic fields, playgrounds, parking lots.

- (4) **Non-School Facility.** Physical plant or building housing District offices which support schools.
- (5) **Focus Option.** A separate Board-recognized school or program structured around a unique curriculum or a particular theme.
- (6) **Public Charter School.** An elementary, middle or secondary school that offers a comprehensive instructional program, operating under a written agreement entered into between a sponsor and applicant.
- (7) **New Naming.** Procedure used when naming previously non-existing schools, school facilities, non-school facilities, school conversions or focus options.
- (8) **Re-Naming.** Procedure used when changing the name of an existing school, school facility, non-school facility, or focus option.
- (9) **School Conversions.** New schools resulting from division of one existing school into more than one separate and distinct school.
- (10) **Board Leadership.** The chair or co-chairs of the School Board.

II. **New Naming**

(1) **School Facilities**

- (a) At the direction of the Superintendent, the Communications Department will select a naming committee at the appropriate time after a decision has been made to construct a new school facility.
- (b) The committee shall consist of at least one community member from the immediate community served by the facility, the Principal, staff (at least one teacher and one classified employee) and at least one student.
- (c) The charge of the committee will be to submit a list of three to five names for the facility to the

Superintendent or designee.

- (d) The committee, in conjunction with the Communications Department, will set a timeline for choosing a name in a timely fashion, consistent with the schedule to open the school.
- (e) The committee, working with the Communications Department, will notify community groups, and the staff and students and parents of affected schools about the naming process.
- (f) The committee will make available a method for interested parties to comment via US mail, email or telephone.
- (g) The committee may hold public meeting(s) to hear comment from community members, parents, prospective students, and staff.
- (h) The committee will ensure that the names selected meet the criteria outlined in Board Policy 2.20.010-P. Consideration will be given to the historical background of the name to ensure that it is not associated with activities that are in conflict with the District's mission, goals and policy of non-discrimination.
- (i) On or before the conclusion of their timeline, the Communications Department and the committee will forward to the Superintendent or designee the list of three to five names, a description of the process used to determine the names, the extent of support for the names in the school and neighborhood communities and a brief rationale for each name.
- (j) The Communication Department, at the direction of the Superintendent or designee, will bring the proposal, along with a recommendation to the appropriate Board Committee for their consideration and recommendation to the full Board. The full Board will vote on the Board Committee's recommendation. The decision of the Board will be final.

(2) Areas Within a School Facility

- (a) Requests to name an area within a school facility (i.e. the library, gymnasium, playing field) will be received by the Principal of the school.
- (b) The request should be supported by a rationale and indication of staff, student, parent and community support for the naming.
- (c) The Principal shall notify the Area Director of the request and a decision will be made whether or not to proceed with the naming.
 - (A) The decision to proceed will be based upon evaluation of the request and rationale relative to Board Policy 2.20.010-P.
 - (B) If the Principal and Area Director decide not to proceed, a letter outlining the reason will be sent to the proposer(s).
- (d) If a decision is made to proceed, the Principal will form a committee. The committee shall consist of at least one community member from the immediate community served by the facility, the Principal, staff (at least one teacher and one classified employee), and at least one student.
- (e) The committee will set a time line to receive comment from the school staff, students, parents and the neighborhood community.
- (f) The committee will notify the school community and neighborhood community through the school newsletter, flyers and/or the local newspaper of a proposal to name a part of the existing school facility.
- (g) Opportunity for comment via US mail or email as well as telephone will be made available.
- (h) In evaluating the proposed name(s), consideration will be given to the historical background of the name to ensure that it is not associated with activities that are

in conflict with the District's mission, goals and policy of non-discrimination.

- (i) The committee will hold a meeting to consider the proposal and any comments from the school community or the surrounding community. After consideration, the committee will vote on the proposal.
 - (j) The Principal will forward the committee's decision through the Area Director to the Communications Director. The Communications Department will ensure that the procedural requirements of the BP 2.20.010-P and this administrative directive are satisfied. The recommendation will be forwarded to the Superintendent of designee.
 - (k) The Superintendent's approval or non-approval will be final.
 - (l) The Superintendent or designee, in conjunction with the Communications Department and Facilities Management shall develop and make available to schools guidelines and specifications concerning signs or markers placed on school facilities and campuses to honor persons or acknowledge entities for which areas within the school are named. Unless otherwise agreed to by the Superintendent or designee, the cost of signs or markers or any other cost associated with the naming will be the obligation of the individual school.
- (3) **Non-School Facilities**
- (a) The Communications Department, at the direction of the Superintendent or designee, shall select a naming committee at the appropriate time after a decision has been made to construct or convert a new non-school facility.
 - (b) The committee shall consist of at least one community member from the community served by the facility, one administrator, one teacher, one classified

employee and the Superintendent or designee.

- (c) The charge of the committee will be to submit a list of three to five names to the School Board for consideration.
- (d) The committee will set a time line consistent with the schedule to open the non-school facility.
- (e) The committee, working with District communications, will notify community groups, employee groups and District administrative staff about the naming process.
- (f) The committee will make available a method for interested parties to comment via US mail, email, or telephone.
- (g) The committee may hold public meeting(s) to hear comment from community members, employee groups, and administrators.
- (h) The committee will ensure that the names selected meet the criteria outlined in Board Policy 2.20.010-P. Consideration will be given to the historical background of the name to ensure that it is not associated with activities that are in conflict with the District's mission, goals and policy of non-discrimination.
- (i) On or before the conclusion of their timeline, the committee along with the Communications Department will forward to the Superintendent or designee the list of three to five names, a description of the process used to determine the names, the extent of support for the names in the various communities and a brief rationale for each name.
- (j) The Communication Department, at the direction of the Superintendent or designee, will bring the proposal, along with a recommendation to the appropriate Board Committee for their consideration and recommendation to the full Board. The full Board will vote on the Board Committee's recommendation.

The decision of the Board will be final.

(4) Areas within Non-School Facilities

- (a) Requests to name areas within non-school facilities, accompanied by a statement of rationale and financial impact, will be received by the Director of Communications who will ensure that this directive has been satisfied. The proposal will then be forwarded to the Superintendent or designee.
- (b) The Superintendent or designee and the School Board leadership will evaluate the request based upon the criteria established in Board Policy 2.20.010-P and make a decision whether or not to proceed with the request.
- (c) If the decision is not to proceed, the Superintendent or designee will notify the proposer of the decision and the reason for the decision.
- (d) If the decision is to proceed, the Communication Department, at the direction of the Superintendent or designee, will bring the renaming proposal, rationale and recommendation of the Superintendent and Board leadership to the appropriate Board Committee.
- (e) The full Board will vote on the Board Committee's recommendation. The decision of the Board will be final.

(5) Focus Options

- (a) Proposals for new Focus Options presented to the School Board for recognition will include a recommendation for the name as part of the proposal
- (b) The recommendation for a name will include a rationale based upon Board Policy 2.20.010-P. Consideration will be given to the historical background of the name to ensure that it is not associated with activities that are in conflict with the District's mission, goals and policy of non-

discrimination.

- (c) The recommendation will also include a statement regarding the level of student, staff and parental support for the proposed name and a description of how that support was determined.
- (6) **Schools in Conversion** When a decision is made to initiate conversion of an existing school into at least two separate, distinct schools, the procedure for naming the new schools will be that outlined in this Administrative Directive under New Naming School Facilities.

III. **Naming as a Result of Gifts**

- (1) Proposals to name new facilities or parts of existing facilities may be considered as part of the contract negotiations in acceptance of a significant monetary gift.
- (2) Names proposed must be in keeping with the criteria established in Board Policy 2.20.010-P.
- (3) The proposed name will be reviewed by a committee including, but not limited to, the Superintendent or designee, General Counsel, Board Leadership and the Principal (if the name affects an existing school facility). Consideration will be given to the historical background of the name to ensure that it is not associated with activities that are in conflict with the District's mission, goals and policy of non-discrimination.
- (4) If the committee recommends the name proposal, the Communications Director, at the direction of the Superintendent or designee, will prepare the Board resolution to accept the donation and include the recommendation for the proposed name.
- (5) The decision of the School Board is final.

IV. **Renaming**

- (1) The Superintendent or designee may receive proposals to rename school or non-school facilities from individuals, petitions, chosen committees, or other representative

groups.

- (2) The proposal must comply with the criteria specified in Board Policy 2.20.010-P and contain:
 - (a) Documentation of the level of neighborhood and school community support (if a school facility) and the process used to determine that support.
 - (b) Documentation that consideration will be given to the historical background of the name to ensure that it is not associated with activities that are in conflict with the District's mission, goals and policy of non-discrimination.
 - (c) A fiscal impact statement and suggested methods of covering the expense of the name change.
- (3) Principals receiving requests for name changes shall notify their Area Director and the Communications Department regarding a proposed name change for their school.
- (4) The Communications Department will ensure that the requirements of this directive have been satisfied. The proposal for a name change will be sent to the Superintendent or designee.
- (5) The Communication Department, at the direction of the Superintendent or designee, will bring the renaming proposal, rationale and recommendation of the Superintendent and Board leadership to the appropriate Board Committee.
- (6) The Board Committee will consider the proposal and the recommendation.
 - (a) The Board Committee may reject the proposal and instruct the Superintendent or designee to inform the proposers regarding the action and the reason; or
 - (b) The Board Committee may recommend the proposal to the full Board for consideration.

(7) The School Board will consider the proposal, gathering additional information and holding public hearings, as they deem necessary.

(8) The decision by the School Board is final.

History: Board Policy 2.20.010-P

Approved



6-20-2005

Vicki Phillips, Superintendent

Date



PROCEDURE

Naming Parts of an Existing School

ADM-P004

Procedures are continually revised and improved. Users of this procedure should check the QAM website for the most recent version.
<http://www.salkelz.k12.or.us/content/qam/qam-documents>

1.0 SCOPE:

- 1.1 This procedure details the process used to determine the selection of a name for a part of an existing school.

2.0 DEFINITIONS:

- 2.1 LSAC – Local School Advisory Committee
- 2.2 PTC – Parent Teacher Club

3.0 PROCEDURE:

- 3.1 The following steps will be utilized in the selection of a name for a part of an existing school.
 - 3.1.1 A proposal to name a part of the existing school will be submitted to the Principal to initiate the naming process.
 - 3.1.2 The Principal will convene a committee comprised of representatives of the Site Council, LSAC/PTC leadership, staff membership and the Principal.
 - 3.1.3 The Committee will notify the school's community through the LSAC/PTC, school newsletter, flyers and/or local newspapers of a proposal to name a part of the existing school, i.e., library, theater, playing field.
 - 3.1.4 The Committee will set a time line to receive any recommendations of names from the school's community.
 - 3.1.5 The Committee will set a meeting to consider and to hear testimony on the recommended names.
 - 3.1.5.1 The Committee will notify the school's community through the school's newsletter, flyers and/or local newspapers of the time and place of the meeting.
 - 3.1.5.2 After testimony and discussion, the Committee will vote on the proposal.
 - 3.1.5.3 The decision of the Committee will be final.
 - 3.1.5.4 The Principal will notify the Superintendent's Office in writing of the decision.

4.0 RESPONSIBILITY:

- 4.1 Level Directors, Principals and Chief of Staff.

5.0 APPLICABILITY:

- 5.1 All persons or groups with recommendations for naming a part of a new or existing non-school facility.

6.0 MEASUREMENT:

- 6.1 Not applicable.

7.0 ASSOCIATED DOCUMENTS:

- 7.1 Not applicable.



PROCEDURE
Naming Parts of an Existing School
ADM-P004

8.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Requests for Naming Parts of an Existing Facility or Part if a New Facility.	Paper, retained in file cabinets in the Executive Administration Office.	2 years	Shred	Office locked when not in use.

9.0 REVISION HISTORY:

Date	Revision Ref.	Description
10/01/10		Approved by Department

10.0 FLOWCHART: none.

11.0 APPROVAL AUTHORITY:

11.1 Mary Paulson, Chief of Staff

Signature _____ Date _____

Hillsboro School District 1J

Code: FF-AR-2
Adopted: 02/99
Revised: 09/10

Naming of Memorials

Memorials on School Sites

The following process will be utilized for naming and dedicating permanent memorials on school sites:

1. Requests by individual(s) or group(s) will be made to the school site committee to consider naming or dedicating memorial(s) on the school site.
2. The school site committee will review and forward a recommendation to the principal. In the event the principal is the individual being recognized, that recommendation may go to the executive director of the office for school performance.
3. The principal or executive director will forward the recommendation to the Superintendent's executive council for consideration and approval.
4. The Superintendent or executive director will provide information regarding such naming or dedication to the Board.

Memorials on Other District Property

The following process will be utilized for naming and dedicating permanent memorials on other District property:

1. Requests by individual(s) or group(s) will be made to the Superintendent/designee to consider naming or dedicating memorials on other District property.
2. The Superintendent/designee will review the request with the Superintendent's executive council for consideration and approval.
3. The Superintendent will provide information regarding such naming or dedication to the Board.

**Tigard-Tualatin
School District 23J**

Code: **FFA**
Adopted: 10/21/93
Readopted: 12/15/05
Readopted: 10-22-08
Orig. Code(s): FFA

Memorials and Recognition

Recognition and Guidelines

Requests for special recognition will be made to the superintendent who will establish guidelines to follow when considering requests for memorials and recognition. When developing acceptance guidelines, the superintendent will consider among other items, the potential cost of on-going maintenance for the memorial in addition to the planned location of the memorial. The superintendent will apprise the Board regarding memorials and recognitions and will authorize the placement of memorials.

Memorial Scholarships and Plaques

The Board will consider and approve or disapprove the acceptance of memorial scholarships in honor of persons who have special significance to the students, the district or the community. A room or item may be named for the person in whose honor the scholarship fund is created. A memorial plaque may be appropriately dedicated whenever a room or item is designated as a memorial in conjunction with a scholarship fund.

Offers of memorial scholarships will be submitted to the superintendent together with information concerning the purpose of the memorial and administration of the scholarship fund. The superintendent's decision to accept or reject the offer will be final.

Memorial Items

With the superintendent's approval, a building principal may receive items for his/her school as a memorial to a student or person having a special significance to the students of that school. Items received as memorials become the property of the district. A principal must have the superintendent's approval to accept any item that may require additional maintenance cost to the district. The superintendent will apprise the Board when memorials are received.

END OF POLICY

Legal Reference(s):

ORS 332.107

ORS 332.385

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: FFA
Responsible Office: Deputy Superintendent of Schools
School Performance
Facilities Management

Naming School Facilities

I. PURPOSE

Montgomery County Public Schools (MCPS)-owned school facilities are identified by names that represent a person or a location in the county. This regulation sets forth the guidelines for identifying and deciding the name for an MCPS school facility or for the naming of a portion of the school facility.

II. GUIDELINES

A. Guidelines for Naming New or Reopened Schools, Renaming Schools or Portions of School Facilities

1. Names of Distinguished Persons

It is preferred that school facilities be named for distinguished persons, no longer active in their careers, who have made an outstanding contribution to the community, county, state, or nation. The Board of Education (Board) will give strong consideration to names of women and minorities so that these groups are equitably represented among county school names. No school or portion of a school facility may be named after a person currently employed by MCPS.

2. Geographic Names

Geographic names also may be considered for new school facilities. These names should be clearly identifying, widely known, and recognized.

B. New/Reopened Schools

1. The Office of the Board of Education will maintain a list of distinguished persons, no longer active in their careers, who have made an outstanding

contribution to the community, county, state, or nation. Staff of the Board of Education will research and develop background information on the distinguished person's accomplishments and contributions to the community, county, state, or nation.

2. Upon the appointment of a principal, but no later than six months before a new school facility is scheduled to open, the deputy superintendent of schools will assign the new school's principal or another administrator to chair a name-recommendation committee. The deputy superintendent or designee will notify the Board's chief of staff that a school naming committee is being formed, and request that the Board of Education identify up to four names for the committee to consider.
 - a) The committee will be comprised of Parent Teacher Association (PTA) representatives from the attendance area that the new school will serve.
 - b) The committee will solicit input from neighborhood associations, other parent organizations, and relevant county agencies and organizations.
 - c) After careful deliberation, the committee will recommend, in priority order, its preference from among the listing of names provided by the Board and up to two additional names recommended by the committee.
 - d) The committee chair will notify the Office of School Performance of the committee's recommendation, who will convey that recommendation to the deputy superintendent of schools.
 - e) The superintendent of schools will forward the committee's recommendation to the Board.
3. The Board will make the final decision on naming the new school facility.

C. Renaming Schools

1. If there is strong support within a community, the Board will consider a petition to rename existing school facilities.
2. The principal will be responsible for documenting that there is considerable support to rename the existing school facility by providing the Office of School Performance with a petition signed by a majority of

the school parents and residents within the community. The Office of School Performance will provide the superintendent of schools with the proposal.

3. The superintendent of schools will evaluate the information provided by the principal. If the superintendent of schools determines that considerable support exists to rename the existing school facility and to request a particular name, a request will be submitted to the Board.
4. If the Board decides to proceed with the renaming, it will follow the process outlined in Section II A.

D. Portions of School Facilities

1. When a petition or request to name a portion of a school facility, including athletic facilities, is submitted to the local school principal, the petitioner also will be required to forward a copy to the Office of School Performance. The petition must include the following information:
 - a) Name (proposed)
 - b) Background data (rationale)
 - c) Financial obligation and procedures
2. The principal will convene a selection committee, if appropriate, of:
 - a) Two students (designated by the Student Government Association president)
 - b) Two teachers (designated by the faculty)
 - c) Two parents (designated by the PTA)
 - d) Three individuals from the community nominated by the Office of School Performance
 - e) Principal (nonvoting chair)
3. The committee shall acknowledge the receipt of the petition and inform the petitioners that prior to a decision the committee will be available to receive additional petitions regarding the topic. The chair will provide a memorandum to appropriate organizations in the school community

apprising them of the proposal. The issue will remain open 30 days in order to provide time for additional reactions and petitions.

4. The committee shall carefully review all of the information received and either reject or concur with the proposal to name a portion of the school facility. If the committee rejects the proposal to name a portion of the school facility, the principal will notify the petitioner(s) that the name has been rejected and no further action will be taken. If the committee concurs with the name proposal, the principal will contact the community superintendent.
5. The community superintendent shall carefully review all of the information received and either reject or concur with the proposal to name a portion of the school facility. If the community superintendent rejects the proposal to name a portion of the school facility, the community superintendent will notify the principal that the name has been rejected and no further action will be taken. If the community superintendent concurs with the name proposal, she/he will forward the petition to the chief performance officer to review, make a recommendation, and forward the request to the deputy superintendent of schools and the chief operating officer for final decision. The decision of the deputy superintendent of schools and the chief operating officer may be appealed to the superintendent of schools in accordance with MCPS Regulation KLA-RA, *Responding to Inquiries and Complaints from the Public*.
6. Any facility modifications that need to be made as a result of naming or renaming a portion of a building shall be made in accordance with all applicable policies and regulations, including but not limited to Board Policy CNE, *Facility Improvements That Are Not Funded with Montgomery County Revenues*.

Regulation History: Formerly Regulation No. 230-5, revised October 1982; revised November 26, 1997; revised June 29, 2000; revised April 25, 2005; revised November 17, 2005; revised November 28, 2006; revised October 14, 2010.

RULES OF THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

Title 6Gx50

Chapter 7. Facilities and Operations

← Prev. Section 7.03 Next →

Policy
7.03 **Naming of School District Facilities and Dedicating Areas of School District
Facilities or Grounds**

1. **Purpose.** To establish an equitable process by which the School Board can assume its responsibility for the naming or renaming of schools and other facilities, or the naming of areas of facilities or grounds to honor individuals, or for assigning naming rights for portions of school facilities to recognize private or corporate entities that make a significant contribution, financial or otherwise, to benefit the District.
2. **Policy.** It is the responsibility of the School Board to select names of all schools and facilities. In fulfilling this responsibility, the School Board shall carefully consider and respect community recommendations in the naming process. The School Board shall also have the responsibility to authorize naming rights for portions of school facilities in order to provide recognition for private or corporate entities that make an exceptional contribution or significant financial contribution to benefit the District. The names of persons actively serving Palm Beach County School District shall not be considered.
3. **New Schools.**

Before a new school is opened, the Superintendent shall recommend the appointment of a committee for the purpose of naming a school center in Palm Beach County.

- a. The committee shall be charged with the responsibility of proposing three (3) school names to be presented to the School Board, who will make the final choice.
 - b. The committee membership shall consist of a minimum of three (3) lay people who live in the area in which the site is located, two (2) students who attend or are likely to attend the school, two (2) staff members as designated by the Superintendent, and one (1) member of the Historical Society of Palm Beach County.
 - c. The committee is encouraged in the naming of schools to use historical figures, the history, general location or features of the area, or goals of the school. Names of existing schools or combinations thereof shall not be used except in those cases where existing schools are being discontinued as public schools.
 - d. When a school center has been designated by the School Board to be a community school, the word "community" shall be added in the name of the school following the proper name designation.
 - e. Since many high schools serve a large geographical area often encompassing several municipalities, committees may consider adding the word "regional" to the name.
 - f. A brief narrative explaining the naming of the facility should be exhibited in a prominent place within the facility.
4. **Existing Schools and Related School Facilities.**

The naming or renaming of schools on district campuses or on properties owned by the district must follow state and School District guidelines. The School Board may name or rename a school and other facilities for a variety of reasons, including its use for a new purpose or the desire to recognize contributions to the School District by providing for a dedication or naming of appropriate areas of a district facility, as provided herein, in honor of such individuals, private or corporate entities making exceptional or outstanding contributions to the School District.

- a. *Schools*. The renaming of schools shall follow the same requirements of Section 3 above.
 - b. *Ancillary Facilities*. A committee of at least one (1) department head and six (6) other stakeholders shall make a recommendation to the Superintendent.
 - c. *Buildings*. The naming or renaming of any building in honor of a person, living or deceased, as a result of a private gift or other significant non-financial or financial contribution, must be approved by the following:
 - i. The Superintendent of the School District of Palm Beach County, Florida; or
 - ii. The School Board of Palm Beach County, Florida.
 - d. *Components of Facilities*. The Superintendent/designee may name significant building components, including classrooms, media centers, athletic fields, conference rooms, common areas and other components which are part of a building or site, including recognizing exceptional or significant non-financial or financial contributions of private individuals or corporate entities. Such naming shall specify any donor request by private individuals or corporate entities for a specific name and shall be reported to the Board as an information item.
 - e. Such naming or renaming of a school, school building or school building component must be endorsed by the school's advisory council, if one has been formed.
 - f. The naming of any facilities approved by the Superintendent in accordance with this policy must be submitted to the School Board for informational purposes only within a reasonable period of time.
5. **Limitations to Naming Rights**. Naming rights are intended to recognize sponsorships or a significant contribution by a private individual or corporate entity that benefits the School District.
- a. The Chief of Facilities Management shall maintain records of the naming of schools, buildings and components of buildings.
 - b. Naming rights shall be reviewed on a periodic basis, and a naming right may be renewed for an additional period as approved by the School Board.
 - c. No facility shall be named after someone whose positions, opinions and/or reputation is inconsistent with the mission and vision of the School District.
 - d. The School Board shall have discretionary authority to rescind a naming right at any time based on any action by a private individual or corporate entity that is deemed by the School Board to be inappropriate and/or in conflict with the School District's values.
 - e. Funds donated for naming rights shall be deposited either in the school's internal account(s), with the school's foundation (if one exists) or with the Education Foundation of Palm Beach County. If the funds are deposited with the Education Foundation of Palm Beach County the funds will be transferred to a particular school or paid out in accordance with a written agreement between the School District and the donor.
 - f. Schools may not be named after a living person, however, buildings and building components may be named after persons living or deceased.
6. **Duration of Naming Rights**. The duration of naming rights shall be proportionate to the value of a donation, endowment or other significant contributions to a school. For buildings and components of buildings, the School Board recognizes two types of naming rights, short-term and long-term naming rights. The provisions for each are outlined as follows:
- a. *Short-Term Naming Rights*. Short-term naming rights shall be valid for a period of up to ten years, unless otherwise specified by the Superintendent or School Board at the time of approval. Buildings and building components named prior to April 1, 2009 shall be excluded from this provision. Any funds donated for short-term naming may be deposited in a school's internal fund for short-term use, or may be deposited as an endowment in the school's foundation if one exists.

- b. *Long-Term Naming Rights.* In addition to the other naming opportunities provided in this policy, buildings may be named after a donor for more than 10 years but not to exceed 40 years, unless approved otherwise by the Board, provided that a substantial sum is placed in an endowment to benefit the school long-term. The Education Foundation of Palm Beach County may serve as the host foundation for the endowment if the school does not have its own.

7. Master School Naming Programs.

To enable predictability in soliciting donors, a school principal may bring forward a proactive naming program for the school. Once the School Board approves a Master School Naming Program for a particular school, additional School Board approval is not required unless there is a deviation from the approved program.

STATUTORY AUTHORITY: Fla. Stat. __ 1001.41, 1001.42

LAWS IMPLEMENTED: Fla. Stat. __ 1001.43 (4)

HISTORY: 2/18/72; 8/13/75; 4/6/83; 1/11/89; 7/19/95; 02/05/01; 07/29/09;
5/26/2010

F-1400 FF
NAMING FACILITIES

Only the Governing Board has the authority to name or rename a school or a portion of a facility or to accept a recommendation in writing to name or rename any school or a portion of a facility.

For the purpose of this policy, a facility is defined as any District school, building, campus, wing, room, athletic facility or field. The naming or renaming of District schools, buildings, wings, rooms, facilities and fields shall be in accordance with the procedures outlined below. In addition, portions of facilities may be named after individuals and marked on an appropriate sign or plaque commemorating that individual's contribution. The same process will apply to having a person's name listed on the "Exemplary Contribution" plaque placed in the Governing Board room. If there is a death of a staff or community member, naming recommendations may be made following the two (2) year anniversary of the death.

A company shall not be permitted to buy rights to naming any District facility, nor shall advertising of any kind be permitted on any District facility unless completed through a Governing Board approved solicitation process.

Facilities may be named for their physical location, geographic area, a distinguished local, state or national leader whose name will lend dignity and stature to the facility, a significant event, organizations or programs which have had significant impact on the District. Any proposed name for District-owned property must be brought before the Board for approval and any monetary benefit will go to the District.

In selecting the name for a facility, the Governing Board will seek appropriate community input and carefully consider recommendations from the school community and the community at large.

If a person or a group wishes to suggest a name or a new name for any District school or facility, they shall submit a request in writing to the school principal or the principal's designee. The Superintendent or the Superintendent's designee shall name an Ad Hoc Naming Committee to include:

- Community member
- Student body representative
- A member-at-large

- Two (2) parents
- Principal or the principal's designee
- Certificated staff member
- Support staff member

The Ad Hoc Naming Committee must publicize the request and solicit input from the school and community. The principal or the principal's designee shall bring the recommendation of the Ad Hoc Naming Committee to the Superintendent for the Superintendent's recommendation and submittal to the Governing Board for possible approval. Recommendations must include rationale and seventy-five percent (75%) documented level of school and community support. In addition, the Superintendent must document District-wide support.

The criteria for selecting the name of the school or facility shall be chosen from one (1) or more of the following areas:

- A geographic location and/or an area of the District it serves.
- A person of exemplary moral character.
- A person who has made an outstanding contribution to education, humanity or community.
- A person who has displayed outstanding leadership.
- A person of historical significance.
- A major contributor to the District without whom the new facility/property would not be possible (at least fifty percent [50%])

General Guidelines for Naming Facilities

When a facility is named after an individual:

- Except in unusual circumstances or for compelling reasons (as recommended by the Superintendent and endorsed by the Board) the names of individuals considered shall be those of persons who are deceased or have retired from the District, following the two (2) year anniversary of the death or retirement;
- Facilities should be named after individuals who have honored the District's vision and mission and had direct, substantial and active

association with the District or school;

- Selection may be based on an individual's record of scholarship, creativity, leadership, humanitarian service or public service;
- When a facility is named after an individual, a brief statement indicating the individual's accomplishment/achievement/service should be prominently displayed inside the building near the name of the facility.

Adopted: June 5, 2012

CLOVIS UNIFIED SCHOOL DISTRICT

FACILITIES

Planning

NAMING OF FACILITIES

PURPOSE: To establish a procedure for the naming of facilities on property owned by the District.

The Board may choose to select a name for a new or existing facility or authorize the Superintendent to obtain input from the community for said name. Personal prejudice or favoritism, political pressure, and current fashion shall not influence the selection process. Final authority for the naming of a District facility rests with the Board. It shall be general policy to select a name for the facility by the time construction eligibility and funding has been received. The following categories for names are suggested.

1. People

Names of distinguished men or women who have made outstanding contributions to the community, state, nation, or general welfare of mankind, in the fields of Arts and Letters, Science, Government, or Education. Names of people still active in their careers are not acceptable.

Upon request, the Board shall consider naming facilities, parts of facilities or athletic fields in honor of the contributions of students, staff members and community members who have been deceased for at least one year.

2. Places

Names of recognized historical and geological landmarks or areas; geographic subdivisions or points of interest.

3. Themes

Thematic names which reflect the character of the community culturally and historically, or which identify it by reference to indigenous and characteristic flora and fauna.

*Adopted: 7/23/75
Amended: 3/10/76
Amended: 10/12/88
Amended: 5/13/92
Amended: 10/92*

*Amended: 11/20/95
Amended: 2/23/00
Amended: 2/22/06
Reviewed: 9/18/06
Amended: 8/8/07*

Reviewed: 2/25/09

Beaverton School District Graduates who have died in the last decade while in military service

<u>Name</u>	<u>Date of death</u>		<u>High School</u>
Andrew Keller	Aug. 15, 2012	Operation Enduring Freedom, Kandahar, Afghanistan	Graduated: SRHS, 2008
Tan Q. Ngo	Aug. 27, 2008	Operation Enduring Freedom, Kandahar, Afghanistan	Graduated: Westview, 2006
Marcques J. Nettles	April 2, 2006	Operation Iraqi Freedom, Asad, Iraq	Graduated: Westview, 2002
Damien T. Ficek	Dec. 30, 2004	Operation Iraqi Freedom, Baghdad, Iraq	Graduated: BHS, 1996
Joseph A. Jeffries	May 29, 2004	Operation Enduring Freedom, Kandahar, Afghanistan	Graduated: SHS, 2002
Christopher J. Wesley	Dec. 8, 2003	Operation Iraqi Freedom, Ad Duluiyah, Iraq	Graduated: BHS, 1995

Note: Christopher T. Pate attended Aloha HS, but graduated from Oregon Episcopal School.

Sources: *Military Times, Honor the Fallen, Gannett Co., January 2013; Oregon's Most Honorable, Oregon.gov, Fallen Soldiers*