



Naming Process for New K-5 Elementary School

Situation:

The new elementary school on Kaiser Road in the N. Bethany area needs a name. **Board Policy FF** provides guidance about naming new schools.

Background:

Board Policy FF stipulates the following:

- The School Board will select the name for the school.
- Preference will be given to names associated with the community.
- Names of historical persons, places and events may be subsequently considered.
- Names of persons who are living or have been deceased less than three years will not be considered.

The Communications & Community Involvement Department (CCI) assists the School Board in determining the process and timeline. The following are the steps involved:

- Publicize naming process and open community nominating process in concert with school planning principal
- School Planning Principal engages their community in nominating names
- Community/public process: nominations from community are accepted
- Researchers/writers and Communications & Community Involvement Dept. CCI conduct historical research of the area- early settlers, homesteaders, Native American tribes, etc.
- Compile and finalize materials and report for School Board: CCI Dept.
- Set two School Board Meetings: School Board has two readings, the first, to receive the school naming report, and the second, to select the name
- Name is selected and publicized

Here is the suggested timeline:

- **November – December, 2016:** CCI Dept. gathers historical research
- **November 15 – December 16, 2016:** publicize naming process and timeline; community nominations sent to CCI Dept.
- **November – December, 2016:** planning principal works with their community to gather nominations
- **December 2016 – January, 2017:** CCI Dept. compiles naming report including historical research, principal and community nominations
- **January 17, 2017:** first School Board reading- Naming Report presented to the School Board
- **February 27, 2017:** second School Board reading and selection of school name

Recommendation:

It is recommended that the School Board review the naming process and the timeline for naming the new elementary school.

District Goal: WE empower all students to achieve post-high school success.

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