

NAMING FACILITIES

CW  
(REGULATION)

**Naming or Renaming  
Process for Part of  
an Existing Facility**

The lead administrator at the facility is responsible for bringing forward any proposal to name or rename an existing part of the central office or a campus support facility.

The principal of a campus is responsible for bringing forward any proposal to name or rename a part of an existing facility on his or her campus.

A school campus that makes a recommendation to the Superintendent to name or rename a portion of its facility must have the consensus support of the principal, Chief of Schools, and the Campus Continuous Improvement Team (CCIT) prior to Superintendent approval. The recommendation shall include either minutes of the CCIT meeting or a resolution of support signed by the CCIT members.

When a portion of an existing facility is being considered for naming or renaming, the following process will be followed:

1. The Guidelines established in CW(LOCAL) will apply.
2. Parts of an existing facility include, but are not limited to, the following: wings, classrooms, gyms, band halls, libraries, auditoriums, and cafeterias (Facility Part).
3. All existing parts of facilities that have been named prior to January 1, 2026, not in compliance with this regulation shall retain their name regardless of the process used.
4. Nominations may be received at any time during the year.
5. Only one name may be submitted per nomination for consideration of a given part of an existing facility.
6. Nominators are encouraged to provide a succinct description of the landmark's, neighborhood's, or nominee's contributions, why they are important, and any pertinent history that should be considered. While no fixed standard is imposed, supporting documents should not exceed five pages.
7. In instances where there are multiple nominations or multiple letters of support, such nomination and letters of support should be summarized in the five pages referenced above.
8. With regard to naming or renaming a Facility Part at a school campus, once the CCIT has acted and approval has been granted by the Chief of Schools, the principal will send the nomination information to the Chief of Operations.
9. With regard to naming or renaming a Facility Part of the central office or a campus support facility, the lead administrator

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at the facility will send the nomination information to the Chief of Operations.

10. The Chief of Operations will review the nomination to ensure compliance with this regulation. After confirming that the nomination complies with this regulation, the Chief of Operations will be responsible for bringing the nomination forward for the Superintendent's consideration.
11. If a nomination is approved by the Superintendent, the Chief of Operations will officially contact the principal or lead administrator at the facility and provide them with notice of the Superintendent's approval.
12. The facility making the nomination will be responsible for any ceremony, signage, and/or plaque reflecting the approval of a nomination.