

NAMING FACILITIES

CW  
(LOCAL)

**Guidelines**

The following guidelines shall be used in the naming of school buildings or other facilities in the District:

1. Facilities may be named for persons who served the District or community, especially in service to children.
2. Facilities may be named for any local, state, or national heroic figure.
3. Facilities may be named for an individual who is living or deceased.
4. Facilities may be named for local residential or geographical areas or state national landmarks.
5. A nominee shall have made a significant contribution to society and/or education and his or her name shall lend prestige and status to an institution of learning.
6. The nominee must represent exemplary human qualities that can serve as a model of excellence for the students who will attend the school.

**Recommendation Process**

The Board may request the Superintendent to solicit recommendations of names from staff, students, and the community when, in the opinion of the Board, this process is advisable. Recommendations shall be submitted to the Board through the Superintendent. The supporting data shall include a succinct description of the nominee's contributions, why these are important, and any pertinent history that should be considered.

**Committee**

Recommendations of names shall be submitted to a committee composed of the following representatives:

1. Two members of the Education Foundation, as selected by the members of the Education Foundation.
2. Two members appointed by the Board.
3. Three community representatives who reside within the District and have been selected by the District's Continuous Improvement Team.
4. Three parent representatives who reside within the District and have been selected by the District's Continuous Improvement Team.

The committee shall be chaired by the Superintendent or designee. The committee shall submit to the Board one or more recommended names for each campus or facility to be named.

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**Board Decision**

The responsibility for the final decision in naming facilities rests with the Board. At a regularly scheduled meeting, the Board shall officially select a name from the list of recommendations submitted by the committee for each campus or facility to be named.