

## **6600 NAMING OF SCHOOL FACILITIES AND MASCOTS**

### **I. PURPOSE AND PHILOSOPHY**

Weber School District (District, WSD) recognizes the importance of assigning a name to a new facility that aligns with the District's philosophy and is acceptable by its community. The District abides by this Policy to appoint a name that lends dignity and status to each new building or other facility within the District. The WSD Board has authorized the administration to develop this policy for administering the naming of new buildings, and existing facilities.

### **II. POLICY**

This policy governs the naming or renaming of school facilities and mascots within the Weber School District. It outlines procedures for appointing committees, gathering community input, and establishing criteria for names. All naming and renaming of schools and facilities require Board approval.

### **III. DEFINITIONS**

- A. "Classified Employee Representative" means an employee of the District who has been determined classified by the Board and/or Superintendent to represent the District in a capacity deemed appropriate for their position.
- B. "Community" means individuals residing in the community directly impacted by the school or mascot.
- C. "Community Council Representative" means an individual residing in the community directly impacted by the school or mascot who notifies the WSD Board or the building principal of interest in participating under a committee to appoint/rename District buildings/facilities/mascots.
- D. "Criteria" means the guidelines used to evaluate proposed names for schools or mascots.
- E. "Facility" means any school building, room, auditorium, gymnasium, athletic field, fieldhouse, or any other auxiliary building associated with a school.
- F. "School Naming Committee" means a committee appointed by the WSD Board that is responsible for recommending names for new schools or renaming existing ones.

### **IV. PROCEDURE FOR NAMING A NEW SCHOOL**

- A. The School Naming Committee will be appointed by the WSD Board to recommend the name of a new school or renaming of existing schools.
  - 1. This committee shall consist of the following individuals in the jurisdiction of school or facility at issue:

- i. a WSD board member;
  - ii. a building administrator;
  - iii. a PTA representative;
  - iv. a teacher or certified employee;
  - v. a student leader;
  - vi. a community council representative;
  - vii. a classified employee representative;
  - viii. a local community leader;
  - ix. an Elementary or Secondary Director;
  - x. a Director of Facilities, and
  - xi. a representative from the Weber School District Foundation.
2. The Elementary or Secondary Director will chair this committee.
  3. The Committee will meet one or more times to discuss the suggested names and to consider input from surveys and other sources as described below.
- B. Surveys will be distributed to individuals residing in the community directly impacted by the new school, including employees, prospective students, and parents to provide input to the School Naming Committee
1. Surveys will be sent electronically and posted on the school and/or District website.
  2. Other forms of communication may be used to gather input from the community.
- C. The suggested names for schools may reflect general geographic areas, reflect areas of broad general interests, or carry the name of prominent local citizens when appropriate. *The suggested names should also be culturally appropriate.*
- D. Following review of the surveys the committee will present to the WSD Board a minimum of three possible names that will be prioritized with the committee's rationale for that prioritization. Potential names will be presented to the WSD Board by the committee chairperson as a discussion item in a regular WSD Board meeting. Following a minimum of two weeks, the naming of the school will be placed on the WSD Board agenda as an action item for WSD Board approval.

## V. NAMING OF FACILITIES IN A SCHOOL

- A. The person or group requesting the name change shall request the name change by submitting a written request to the building principal. Requests may be made at any time.
- B. The building principal will review the request with the appropriate District Director.
- C. Upon approval of the District Director, the principal will develop a school-level committee consisting of at least the following:
  - i. the building administrator;
  - ii. a teacher;
  - iii. a student leader;
  - iv. a PTA representative;
  - v. a community council representative, and
  - vi. a classified employee representative.
- 1. Any employee for whom the facility or a portion of the facility is named must have made a significant contribution to the educational system or community for a minimum of at least ten (10) years and must be retired for at least five years. Individuals not in these categories must be deceased for at least one year before consideration will be given to naming a school facility in his/her memory.
- 2. A volunteer for whom a facility may be named must have made a significant contribution to the educational system or community for a minimum of at least ten (10) years.
- 3. Procedures for naming a facility or a portion of a facility for significant and generous monetary or in-kind contributions will follow Policy 3250.
- 4. The naming and/or re-name of the facilities in the school will be placed on the WSD Board agenda as an action item for WSD Board approval.
- 5. No dedicatory ceremonies for any facility are to take place without direction from the appropriate District Director. ~~Board of Education.~~
- 6. Requests may be made at any time.

## VI. PROCEDURE FOR NAMING OR RENAMING A SCHOOL OR MASCOT

A. Renaming an existing school

1. Requests may be made at any time.

B. Existing schools without a mascot

1. The same procedures for naming a new school outlined in section IV. of this Policy will be followed.

C. Renaming a mascot from an existing school

1. The person or group requesting the change shall request the change by notifying the building principal.
2. The principal will develop a school-level committee consisting of at least the following:
  - i. the building administrator;
  - ii. a teacher;
  - iii. a student leader;
  - iv. a PTA representative;
  - v. a community council representative, and
  - vi. a classified employee representative.

D. The naming and/or re-naming of mascots or existing school will be placed on the WSD Board agenda as an action item for WSD Board approval.

VI. NAME ON BUILDING PLAQUES

- A. Donor and business partner recognitions may be placed on equipment, furniture, and other donated gifts that are not considered capital or fixed assets. Non-permanent recognitions may be placed on LEA buildings or structures with written approval from the superintendent.