

899 NAMING SCHOOL DISTRICT FACILITIES

I. PURPOSE

This policy establishes the criteria and procedures for naming school district facilities.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the importance and significance of naming school district facilities. The district will follow policy procedures when reviewing and acting upon all nominations. Facilities are district-owned buildings and properties and could include spaces within buildings as well as outdoor fields, streets and areas.

III. PROCEDURES

A. When a new facility is acquired or constructed, or when an existing space is named for the first time, the superintendent or designee will appoint a **naming** committee of not more than 10 individuals. Following the procedures outlined in this policy, the committee will provide two or three possible names to the superintendent who will make a recommendation to the school board for consideration. The school board will ~~make the final decision~~ vote on final approval of the name of any district facility in accordance with the guidelines in this policy.

B. A separate **naming** committee will be identified for each school district facility. Representation on each **naming** committee **may include 3-10** representative members with consideration of the following:

1. Student representation
2. Parent representation.
3. Teacher and/or staff representation.
4. Building or program administrative representation.
5. Resident representation from the appropriate attendance area to be served.
6. Business community partner representation
7. Area resident with significant historical knowledge of District 742 geographic area.
8. Municipal employee representation from city where facility is located.

~~C. Names for consideration may be selected from the following categories:~~

- ~~1. Individuals who have attained prominence in local, state, or national activities, i.e., government, education, medicine, science.~~
- ~~2. Geographic area served by the school.~~
- ~~3. Significant events of a local, state, or national nature.~~

C. When developing new facility name recommendations for school board approval, the naming committee and the school board will consider diverse perspectives and representation, both historical and contemporary, to ensure the naming process reflects the community's collective interests. If an individual's name is to be considered for inclusion in the name of a facility, they must be deceased.

~~D. In considering the categories listed in C., the following considerations must be in effect/considered:~~

- ~~1. If an individual's name is suggested, he/she must be deceased.~~
- ~~2. Duplicate names will not be allowed.~~
- ~~3. Gender/Racial equity.~~
- ~~4. Any special request(s).~~
- ~~5. A reasonable timetable.~~
- ~~6. The long-term impact of the name.~~
- ~~7. Current and future use of the facility by the entire community, not simply K-12 students, i.e., "North Community Center."~~

E. Name Changes for Existing Facilities

1. There may occasionally be a compelling reason to change the name of an existing facility. The process will be the same for naming a new facility.

BOARD POLICY 899

St. Cloud Area School District 742

Waite Park, Minnesota

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Revised: _____, 2025