

# POLICY

2014

5632

Non-Instructional/Business  
Operations

## **SUBJECT: NAMING/RENAMING SCHOOL FACILITIES**

A new facility of the District will be named as soon as feasible after its construction has become a financial reality, the site has been selected and the architect appointed. The Board may, at its discretion, rename an existing facility.

The Superintendent and the Board of Education shall take requests from faculty and staff or the public when applicable in regards to the naming of a district building/facility or any part thereof owned by the district. In addition, the board will consider requests that involve a monetary donation on the part of the family to have a facility or building named after a family member. In either instance, the board will consider the impact that the person had on the local school district in making its decision.

### **Board Resolution**

The Board of Education shall, by formal resolution, name the facility.

### **Plaque Dedication**

In recognition of the efforts of those involved in planning and construction of a new facility, a plaque containing the following information may be located in an appropriate place in the facility:

- a.) Facility name
- b.) Board approved construction date
- c.) Completion or dedication date
- d.) Name of the Board of Education members as of the Board approved construction date in the following order:
  1. President
  2. Vice President
  3. Members (alphabetically)
- e.) Superintendent as of Board approved construction date
- f.) Architect and contractor names

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Formal dedication of the facility shall take place on a date and time specified by the Board of Education.

The administration shall establish guidelines for the naming or renaming of any District building.

Adoption Date: October 20, 2014