

# District Regulation

## **7250 - PROCESS FOR BOARD APPROVAL FOR NAMING/RENAMING A SCHOOL/FACILITY AND/OR PLAQUE**

The Board will not change the name of the facility unless its function changes, or unless the person or entity for which it is currently named is proven to be associated with acts or a stated philosophy that dishonors our students or the intent or purpose of our schools. For instruction on Board approval of a plaque, small monument, artwork etc. to be posted on a school/facility go to Step Three.

### Step One

1. The Board shall announce its intention to name a school/facility at a public meeting.
2. Members of the community shall be invited to make recommendations for the facility name/rename by submitting written recommendations to the School Business Administrator/Board Secretary no later than five business days after the announcement.
3. The Board President shall select a committee from Buildings and Grounds or an ad hoc committee thereof, who will convene no later than ten business days from the date of the announcement.

### Step Two

1. The Buildings and Grounds Committee, whose purpose shall be to submit a list, to the Board, by its next regularly scheduled meeting. The list shall consist of not less than three nor more than five names for the school/facility. The list shall briefly state, along with each name, why the committee nominated each name. In addition, the committee shall follow these guidelines:
  - a. Each name shall be known to, and significant to, the people of the district;
  - b. The names submitted shall not conflict with the names of other schools in the district or surrounding districts; and
  - c. The use of names of living persons shall be avoided unless the circumstances warrant an exception.

### Step Three

In recognition of the efforts of those involved in the project, a plaque containing the following information shall be attached to a renamed or new facility. The size of the plaque shall not exceed a twelve inches square painting and shall contain the following information:

1. School name;
2. Board-approved construction date;
3. Completion or dedication date;
4. Name of the Board members as of the Board-approved construction date in the following order:
  - a. President/Chairperson;
  - b. Vice President/Chairperson
  - c. Members (alphabetically)
5. Superintendent and School Business Administrator/Board Secretary as of Board-approved construction date; and
6. Architect and contract names (optional).

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Amended: