

## **Policy 7250 NAMING SCHOOL BUILDINGS, PORTIONS OF BUILDINGS, OR FACILITIES**

### **I. GENERAL STATEMENT OF POLICY**

The purpose of this policy is to establish guidelines for the naming of school buildings (or areas within a building) or facilities. Naming or renaming schools provides an opportunity to further develop an identity for the school, its community, its staff, and its students. The naming of school buildings or facilities is the responsibility of the Board of Education.

When naming a facility or portions of a facility, the following criteria should be considered:

1. The proposed name should be appropriate.
2. The name should stand the test of time.
3. In naming sites or facilities, special consideration may be given to those names that will have some special meaning to the students and Dexter Community.
4. In general, buildings will not be named after persons, but if the name involves a person, there should be evidence of distinguished service, special school contributions (fiscal or service), or other honors earned which reflect well upon the education received in the School District. Naming a site or facility after a deceased person shall be done after a reasonable waiting period following the individual's death.
5. Portions of school facilities, such as libraries, gymnasiums and athletic fields, shall be named according to their educational purpose; however, if another name is used, it has no implied permanence and may later be removed by the Board.

The names of sites which serve a districtwide function (e.g., Administrative Services, Community Education) and facilities or portions of facilities which are jointly owned by the School District and other entities should be named to illustrate the nature of their role in the District to avoid confusion

### **II. NAMING OR RENAMING PROCEDURES**

#### **A. Naming of a New School**

After the site selection is completed, and as soon as possible, a naming committee should be created.

#### **B. Renaming an Existing School**

Existing schools may be renamed by action of the Board or the Board may create a naming committee at the request of the school or community. An existing school may be renamed for a variety of reasons including, but not limited to:

1. Combining of schools;
2. School replacement;
3. Development of new identity for the school.

#### **C. Naming Committee**

If a committee is to be formed, the building principal will lead the process and establish the committee consisting of the principal, community members, and school personnel. If the building does not have a

principal, the Board President will direct the formation of the committee. The committee process shall include:

1. A communication plan which explains the process and timelines for public participation;
2. Opportunities for students to be involved;
3. Public consultation;
4. Clarification of the strategies to be used by the committee for decision making and adherence to those strategies.

#### **D. Committee Report**

Upon completion of the process, the principal shall forward a report to the Board of Education through the office of the Superintendent. The report should contain the following information:

1. A description of the process followed to name or rename the school;
2. Identification of the individuals (and respective roles) on the committee;
3. A description of the process and strategy used to arrive at the recommendation;
4. A copy of the communication plan;
5. Three recommended names for the school in order of preference.

#### **E. Board Approval**

The Board will receive the recommendation and will review the communication plan. The Board may select a name from the recommendations, but is not obligated to do so. The Board should allow adequate time for public input on the proposals before making a decision.

The school principal or another committee member may be invited to speak to the Board regarding the submitted report.

The Board will make the final decision and reserves the right to reject any proposal to name or rename a building or facility.

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