



## NAMING OF DISTRICT FACILITIES

POLICY:	801.2
ADOPTED:	01/27/16
REVISED:	09/25/23

### **I. Purpose**

The purpose of this policy is to institute procedures for the naming of school facilities and to designate the Superintendent as the person responsible for authorizing appropriate actions designed to develop recommended name or names for buildings, sites, athletic and/or activity facilities to the school board for consideration.

### **II. General Statement of Policy**

All School District buildings, sites, athletic and/or activity facilities names are to hold meaning for students and community members during the expected lifetime of the facility and are to be consistent with the School District's mission statement. Facility names may reflect geographic location, topographical character, significant historical or social events, concepts central to democracy, or prominent persons of local, national or international repute who have made lasting contributions to society. The Superintendent may authorize appropriate activities designed to develop recommendations for school board consideration. The final decision in naming any buildings, sites, athletic and/or activity facilities will be done so by the school board.

### **III. Planning Team**

- A. The school board shall direct the Superintendent to establish a committee consisting of the Superintendent, the Director of Communications and Marketing Manager, appropriate staff members, and if applicable, students and members of the community when naming a school building, site, athletic and/or activity facility. Approval of recommendations shall be presented by the Superintendent to the school board for authorization.
- B. When naming new buildings, sites, athletic and/or activity facilities, the committee shall represent the entire school district. The committee shall develop a process to accumulate name recommendations through possible surveys, contests, public forums, etc. to all families within the community. This information should be advertised in the local newspaper and on the district website. The committee shall research all necessary historical and community based information to consider when naming facilities. These findings may be subject to school board participation. The committee shall propose a list of recommended names to the school board for consideration and approval.

- C. If a portion of a school building or school grounds (media center, auditorium, gymnasium, field, etc.) is proposed to be named after an individual, that person shall have attained local or national prominence via significant contributions. Such contributions or the significance of their place in history shall be clearly established beyond the generation of the contribution. Individuals so recognized shall no longer be active in his/her career. Further, the individual for whom a portion of a school building or school grounds is to be named must be shown to have broad-based, long-term impact to the school district community.

#### IV. Balloting Procedures

- A. Ballots listing all of the proposed name recommendations will be given to each Board member present.
- B. In the first round of voting, board members will receive one less vote than the total number of proposed names. Two district staff members will tally the vote and will read aloud the votes of each board member, stating the board member's name and their vote.
- C. The proposed name(s) receiving no votes will be eliminated OR the proposed name(s) that receives the lowest vote count providing it is less than 50% of the votes cast. If a name receives a majority vote, that name will move on to the next round of voting.
- D. Balloting will continue in this same manner until all but two of the proposed names have been eliminated. At that point, a final vote will be taken. Each Board member will be limited to one vote. The name receiving the highest number of votes will be selected. In the event of a tie, board members will continue this balloting procedure until one name receives a majority vote.
- E. The resolution to approve the new name shall be a public vote at a regular board meeting and recorded in the meeting minutes.
- F. The school board retains the right to amend, by a majority vote, these procedures during the voting process.

#### IV. Naming of School Facilities

- A. **Approval.** The school board reserves to itself the authority to name, rename, or revoke the naming of school facilities.
- B. **Management.** The Superintendent or designee recommends naming of school facilities to the school board.

- C. **Working Titles.** The Superintendent or designee may provide a working title for buildings, significant portions of buildings, grounds, physical structures, areas, or streets during planning and construction and prior to official naming by the board.

## V. Renamings and Revocation of School Facilities

- A. **Renamings.** The school board reserves the right to rename any asset of the school facility. Renamings shall be consistent with the review and approval process for namings.
- B. **Revocation.** The school board reserves the right to revoke a naming if for any reason it presents risk or harm to the reputation of the school district, or if the intent of a gift or terms of a sponsorship associated with the naming cannot be fulfilled. For all namings requiring Board approval, the Board reserves the right to revoke them. Other namings may be revoked by the Superintendent or designee.

## VI. Implementation

- A. **Legal Review.** All gift agreements or contracts involving a naming must be reviewed by the school board prior to approval.
- B. **Administration.** The Superintendent or designee shall establish and maintain administrative policies and procedures to implement this policy.

**Legal References:** 20 U.S.C. §§ 4071-74 - Equal Access Act  
20 U.S.C. § 7905 - Boy Scouts of America Equal Access Act

**Cross References:** Policy 902 - Use of School District Facilities and Equipment  
MSBA Service Manual, Chapter 13 - School Law Bulletin "O" - Equal Access Act