

NAMING FACILITIES

Code **FF** Issued **8/05**

Purpose: To establish the process to name district [schools, sites and](#) facilities.

Naming a school, site or a building is a matter of great importance. The board is responsible for naming all district school facilities. This process deserves thoughtful attention from the building committee, constituent districts, central staff and the board. The board may also consider requests endorsed by the superintendent from school or community groups to rename a school or to name a portion of a school building, a single building on a campus with multiple buildings or a specific area of a facility for a person.

Any recommendation to name a school or a portion of a school shall be forwarded to the board by the superintendent. It is preferred that the ~~building committee~~[Building Committee](#) nominate a name for any school to the superintendent before the construction begins to avoid any confusion in the district's accounting system, administrative files and facility records. Generally, the board prefers to name ~~schools~~[schools, sites and](#) facilities for recognized geographical areas. However, if the recommendation is to name a school for a person, the honoree should be a person of special significance and/or the person has made an outstanding contribution to the school or the district. The group making the request to name a school for a person must agree to provide appropriate recognition of the honoree in the form of a plaque, portrait or marker for the school. No school shall be named for a living person.

There are times when it may be desired to rename a school. As a matter of courtesy and respect to the honoree and his/her surviving family before recommending any proposed change to the board, the superintendent shall attempt to contact any relatives in the local area of the person that a school is named for if a school improvement committee or community group desires to rename a school.

The board shall approve a procedure to follow when naming schools or portions of schools or renaming schools. Personal prejudice, favoritism, political pressure or temporary popularity should not be an influence in the process of naming a school. The board shall follow an orderly, announced procedure to promptly choose the name for a school facility to prevent any community or factional pressure from developing on this issue.

[See Policy DJBA – Revenue Enhancement Contracts for additional information related to the naming of athletic facilities and complexes in which the District would receive revenue.](#)

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