

NAMING AND DEDICATION OF SCHOOLS AND FACILITIES

I. Naming a School:

- A. The superintendent or the superintendent's designee shall act as the coordinator of the process of naming schools within the district.
- B. The process will be as follows:
 - 1. Potential names shall be solicited from district patrons.
 - 2. After review, three selected names will be sent to the board of directors by the superintendent.
 - 3. The board of directors shall then make a final selection.
- C. New district buildings shall be named after persons who have attained national or local prominence, or after the geographical characteristics of the area in which the facility is located.

II. Other Facilities:

- A. Normally facilities (library, playfield, or gymnasium) that are a part of a school location are not independently named. However, the superintendent will make the decision if special circumstances exist that would justify an independent name for a portion of an existing facility. If it is determined that special circumstances do exist, the above-listed procedures shall be followed.
- B. Support facilities which are independently located should normally be named after the primary function of the building unless special circumstances are present. A departure from this approach may be made under paragraph IIA above.

III. Building Plaques:

- A. It is general practice to recognize those elected officials and others who have been responsible for the construction of the new buildings by having an appropriate plaque installed in the new construction project. The plaque should provide at least the following information:
 - 1. The name of the school or building.
 - 2. The board-approved construction date. (Such date is considered to be that date upon which the school board acts to award the bid for construction of the school or building.)
 - 3. Names of the board members as of the board-approved construction date.

4. Name of the superintendent.
5. Name of the architect.
6. Name of the contractor.

IV. Determination:

- A. Formal dedication shall take place on a date and time approved by the school board.