

## **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, of potential names by a screening committee comprised of one school board member, the superintendent and other superintendent designee(s), 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. In the consideration of potential names, the following shall be considered:
  - 1. The name may reflect a logical association with the new or repurposed school, such as location or function.
  - 2. The name may be that of a significant individual or event.
  - 3. The name may be that of a prominent local geographic feature.

### **II. Other Facilities**

- A. Normally facilities (library, playfield, gymnasium, etc.) 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 procedure 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 date the building is dedicated or opened.

3. Names of the Board members as of the date of contract award. Other Board members serving at time of building dedication or having a significant contribution to the project may also be considered.
4. Name of the superintendent.
5. Name of the architectural company.
6. Name of the general contractor.
7. Other persons and firms as appropriate.

#### IV. Dedication

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

Adopted: 11/28/1988  
Amended: 04/26/2006  
12/17/2014  
08/16/2018  
Superintendent: Dr. Shelley K. Redinger