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**NAMING SCHOOL SITES, PUBLIC USE SPACES WITHIN  
AND PUBLIC SITE AREAS**

**FOR SCHOOL SITES**

At the time the Board members review the schematic drawings of a new school facility, they may also appoint an Advisory Committee responsible for recommending names for the new facility. Appointment to the Advisory Committee will come from recommendations made by the Superintendent or designee.

The Advisory Committee will be comprised of community members, students and staff members. The Committee will consist of no less than nine (9) members, with a third being community members and another third being students. The Superintendent will appoint one (1) community member and one (1) non-voting District level administrator to co-chair the committee. The administrator will serve primarily as a resource person to the Advisory Committee.

For a period of thirty (30) calendar days, the Advisory Committee will actively solicit names and written rationale statements from interested community members, students and staff members. In addition, the Committee will formulate its own pool of suggested names and rationale statements.

Once the nominated names have been gathered, the Advisory Committee will schedule and hold no less than two (2) public hearings. The purpose of the hearings will be to receive public testimony as to the merit of suggested names.

The Advisory Committee will then narrow the field of suggested names to a list of not less than three (3) nor more than five (5) names. The committee will utilize the following guidelines:

- 1) The recommended names will not duplicate names of other schools in the District or in other surrounding school districts.
- 2) The recommended names will not have any obvious negative connotations.

The Advisory Committee will then present the short list of recommended names and the rationale statements to the Board. In addition, individual presenters will provide the Board with supporting testimony for each of the recommended names.

Subsequently, the Board will select a name from among those recommended by the Advisory Committee or refer the matter back to the Committee for further study.

In recognition of the efforts of those involved in the project, a plaque containing the following information will be attached to a new building:

- 1) School name,
- 2) Board-approved construction date,
- 3) Completion or dedication date,
- 4) Name of Board members as of the Board-approved construction date in the following order:
  - a) President
  - b) Vice President

- c) Members (alphabetically),
- 5) Superintendent as of Board-approved construction date, and
- 6) Architect and contractor names.
- 7) Formal dedication of the facility shall take place on a date and time specified by the Board.

**FOR PUBLIC SPACES WITHIN** (COMMONS, GYMNASIUMS, LOBBIES, LIBRARIES, ETC.)  
**PUBLIC SITE AREAS** (FIELDS, OUTDOOR PLAY AREAS, TRACKS, ETC.)

At any time, the Board may appoint an Advisory Committee responsible for recommending names for spaces within facilities and/or site areas. Appointment to the Advisory Committee will come from recommendations made by the Superintendent or, at the Superintendent's option, the site administrator or designee.

The Advisory Committee will be comprised of community members, students and staff members. The Committee will consist of no less than nine (9) members, with a third being community members and another third being students. Student government and the site council should be represented. The Superintendent will appoint one (1) community member and one (1) non-voting site administrator (principal) to co-chair the committee. The administrator will serve primarily as a resource person to the Advisory Committee.

For a period of thirty (30) calendar days, the Advisory Committee will actively solicit names and written rationale statements from interested community members, students and staff members. In addition, the Committee will formulate its own pool of suggested names and rationale statements.

Once the nominated names have been gathered, the Advisory Committee will schedule and hold no less than two (2) public hearings. The purpose of the hearings will be to receive public testimony as to the merit of suggested names.

The Advisory Committee will then narrow the field of suggested names to a list of not less than two (2) nor more than five (5) names. The committee will utilize the following guidelines:

- 1) The recommended names shall not duplicate names of other public spaces or public site areas in the District.
- 2) The recommended names will not have any obvious negative connotations.

The Advisory Committee will then present the short list of recommended names and the rationale statements to the Board. In addition, individual presenters will provide the Board with supporting testimony for each of the recommended names.



*PROCEDURE ESTABLISHED*      *April 21, 2003*  
*RENUMBERED*                      *May 12, 2003*