Title: **Naming of Buildings and Facilities: Traditional Naming and Renaming Procedure**
Code: FF 1 R
Section: Section F: Facilities Planning and Development

The process of naming a new building or facility shall be started before the building or facility is opened for use. This procedure applies to the traditional naming or renaming of District buildings and facilities. Naming opportunities connected to sponsorships, donations, grants, scholarships, program-founding contributions, in-kind contributions or other material support shall also be reviewed in accordance with FF-R2. The planning principal or building administrator primarily responsible for management of the building or facility shall initiate and supervise the following procedures:

1. A committee of parents, patrons, staff members, and students when feasible, shall be organized. The planning principal or building administrator shall serve as chairperson or co-chairperson of the committee.
2. The committee shall research possible names.
3. The committee shall resist hasty, ill-conceived, or emotional recommendations and should consider past precedent in the District, future impact upon the District, the impact on the community, the significance of the contribution(s) of the person or organization, and the philosophy of the District, and whether any proposed name is connected to a sponsorship, donation, grant, scholarship commitment, program-founding contribution, in-kind contribution or other material support.
4. If a proposed name is connected to a sponsorship, donation, grant, scholarship commitment, program-founding contribution, in-kind contribution or other material support, the planning principal, building administrator or committee chair shall refer the proposal to the superintendent or designee for review under FF-R2 before the recommendation is advanced to the Board of Education.
5. The recommendation to the Board of Education shall include an overview of the process used by the committee, a review of all names that received serious consideration, and the justification and background for the recommended name.
6. The planning principal or building administrator shall plan appropriate groundbreaking and/or dedication ceremonies for the building or facility, after conferring with the superintendent and/or his/her designee.

7. The Board of Education shall make the final decision regarding the names of buildings and facilities.

Existing buildings or facilities may be renamed by the Board of Education. Normally the following procedures will be implemented after a name has been proposed by a District resident(s) or staff member(s).

1. The superintendent shall consider the proposed name and facility and determine the process that shall be utilized. If the proposed name is connected to a sponsorship, donation, grant, scholarship commitment, program-founding contribution, in-kind contribution or other material support, the superintendent or designee shall also review the proposal in accordance with FF-R2. If a committee is to be used:
    a. The superintendent shall appoint co-chairpersons of a committee for the renaming of the building or facility.
    b. The co-chairs shall organize a committee that includes parents; patrons; staff members; and, when appropriate, students. The majority of this committee shall have a direct connection to the building or facility and at least one person shall have a recognized historical understanding of the building or facility. Committee membership shall be approved by the superintendent or his/her designee.
    c. The committee shall research the proposed name(s).
    d. The committee shall resist hasty, ill-conceived, or emotional recommendations and should consider past precedent in the District, future impact upon the District, the impact on the community, the significance of the contribution(s) of the person or organization, and the philosophy of the District and whether any proposed name is connected to a sponsorship, donation, grant, scholarship commitment, program-founding contribution, in-kind contribution or other material support.
    e. If a proposed name is connected to a sponsorship, donation, grant, scholarship commitment, program-founding contribution, in-kind contribution or other material support, the committee shall not make a final recommendation to the superintendent until the proposal has been reviewed under FF-R2, unless otherwise directed by the superintendent or designee.
    f. The recommendation to the superintendent shall include an overview of the process used by the committee, impact, contributions of the person or organization, and the justification and background for the recommended name.

g. The co-chairs shall plan appropriate groundbreaking and/or dedication ceremonies for the building or facility.
h. The superintendent shall review the recommended name(s) and determine what name(s), if any, should be recommended to the Board of Education.
i. The Board of Education shall make the final decision regarding the names of buildings and facilities.

Relationship to FF 2 R
This procedure is intended to guide traditional naming and renaming processes for District buildings and facilities. When a proposed name is connected to sponsorship, donation, grant, scholarship commitment, program-founding support, in-kind contribution or other material support, the District shall also follow the review process established in FF 2 R.

Nothing in this procedure or FF 2 R limits the Board of Education's final authority to approve, reject, modify or discontinue a proposed name for a District building or facility.

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