

## **NAMING OF FACILITIES AND PROGRAMS**

### **Purpose**

The purpose of this policy is to provide criteria and a process for the naming of facilities, including buildings and structures, spaces (both interior and exterior), landscapes, roads, collections, and programs (hereinafter “facilities, et al.”), in the District, including the various campuses of the District.

### **A. Criteria for Selection of Honorees**

Naming a facility, space, endowment or program for an individual, organization or corporation is one of the highest honors that the District can bestow. This recognition is a lasting and powerful affirmation of the honoree's connection to the District's mission. As such, honorees shall have exemplary character, an unqualified reputation for honesty, personal integrity, and the highest standards of personal and professional ethics.

The Board of Education shall only name facilities, et al. in recognition of:

1. Honorees who have rendered extraordinary support or service as defined in this policy;
2. Individuals, living or deceased, who have made outstanding contributions to the county or community;
3. Individuals, living or deceased, who have made contributions of state, national, or worldwide significance;
4. The geographic area in which the school or building is located.

### **Recognition of Employees or Former Employees**

Honorees who have been employed by the District shall have given extraordinary service to the institution in a teaching, service, or administrative field with such exceptional distinction that their contributions are widely recognized by their peers, both at the District and elsewhere. The recognition afforded the honoree may also include private financial contributions related to the naming opportunity. Except in special circumstances, honorees shall not be in active service at the District or hold elected office at the time of the naming.

### **Private Financial Support**

Individuals, corporations and other organizations may be considered for naming recognition if they have made significant financial contributions to the District related to the naming opportunity. Decisions regarding such recognition are made on a case-by-case basis in accordance with the approval process contained in this policy and any other applicable District policies and shall also take into consideration the total cost of the project, the availability of other funds and the level of financial contribution. A bequest or legacy gift from a donor who is still alive will not normally be considered for a naming opportunity until such time as the gift is realized.

## **B. Approval Process**

All naming requests shall be submitted to and reviewed by the Superintendent in accordance with the procedures adopted by the Board of Education.

Any plan for the naming of facilities, et al. that is based on levels of financial support must be submitted, in writing, to the Superintendent prior to submission of a request for approval of a specific name. The Superintendent shall appoint a Committee on Naming Facilities, Spaces, Endowments, and Programs to review naming plans and requests and to make recommendations for approval.

The naming of facilities and spaces that are part of the outside environment of the District (e.g., buildings, structures, fields, landscapes, etc.) shall be vetted by the Superintendent to determine if the criteria in this policy has been met, and submitted to the Board for adoption.

The naming of interior spaces, collections, tribute markers (including plaques, medallions, or other markers in association with features such as trees, benches, or small monuments) may be approved by the Superintendent. The Board hereby delegates to the Superintendent the authority to approve names as provided in this provision of the policy.

The naming of programmatic entities (such as departments, programs, and centers) and other things not specifically addressed in this policy must be approved and adopted by the Board.

## **C. Board/Superintendent Discretion**

The meeting of the criteria provided in this policy established minimum qualifications for a naming opportunity. The Board (or the Superintendent, in conformity with this policy) retains the discretion to approve names at its sole discretion.

## **D. Duration of Name**

Naming of facilities, spaces, endowments and programs in honor of individuals is generally expected to last the lifetime of the facility, space, endowment, or program.

However, the Board recognizes that conditions may arise where the renaming of such buildings, sites, and/or facilities may be appropriate or necessary. The renaming of existing buildings, sites, and/or facilities shall occur only at the discretion of the Board. Naming of facilities, spaces, endowments and programs in honor of corporations or other organizations will have a set number of years attached to the naming, which will be determined on a case-by-case basis and listed in the signed gift agreement. Naming associated with a particular facility, space, endowment, or program will not preclude further naming within the facility, space, endowment or program.

## **E. Recording and Reporting**

In conformity with existing laws, every effort will be made to maintain the confidentiality of potential honorees until final action is taken on the request.