

899 NAMING SCHOOL DISTRICT FACILITIES

I. PURPOSE

This policy establishes the criteria and procedures for naming school district facilities.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the importance and significance of naming school district facilities. The district will follow policy procedures when reviewing and acting upon all nominations. Facilities are district-owned buildings and properties and could include spaces within buildings as well as outdoor fields, streets and areas.

III. PROCEDURES

- A. When a new facility is acquired or constructed, or when an existing space is named for the first time, the superintendent or designee will appoint a committee of not more than 10 individuals. Following the procedures outlined in this policy, the committee will provide two or three possible names to the superintendent who will make a recommendation to the school board for consideration. The school board will make the final decision on the name of any district facility in accordance with the guidelines in this policy.
- B. A separate committee will be identified for each school district facility. Representation on each committee may include:
 - 1. Residents of the appropriate attendance area to be served.
 - 2. Parent representative.
 - 3. Building or program administrator.
 - 4. Teacher and/or staff representation.
 - 5. Business community.
 - 6. Area resident with significant historical knowledge of District 742 geographic area.
 - 7. Representative of city in which school district facility is to be located.
- C. Names for consideration may be selected from the following categories:
 - 1. Individuals who have attained prominence in local, state, or national activities, i.e., government, education, medicine, science.
 - 2. Geographic area served by the school.
 - 3. Significant events of a local, state, or national nature.

- D. In considering the categories listed in C., the following considerations must be in effect/considered:
1. If an individual's name is suggested, he/she must be deceased.
 2. Duplicate names will not be allowed.
 3. Gender/Racial equity.
 4. Any special request(s).
 5. A reasonable timetable.
 6. The long-term impact of the name.
 7. Current and future use of the facility by the entire community, not simply K-12 students, i.e., "North Community Center."
- E. Name Changes for Existing Facilities
1. There may occasionally be a compelling reason to change the name of an existing facility. The process will be the same for naming a new facility.

BOARD POLICY 899

St. Cloud Area School District 742
Waite Park, Minnesota

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