

# CRITERIA FOR NAMING A SCHOOL OR OTHER FACILITY OR AREA AFTER A PERSON

940-Rule

## Sample Rule 2

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*(This sample rule outlines criteria for naming a school, other district facility, or area within a facility after a person. This rule is intended to accompany PRG 940 Sample Policy 2.)*

1. A proposal to name a school or other District facility, or any area of a school or facility, after a person shall meet the following minimum requirements:
  - a. If the proposal seeks to use the name of a living person, the District shall obtain that person's written permission to use his/her name before approving the name.
  - b. For proposals involving the name of a deceased person, the proposal should be submitted no earlier than [identify the appropriate time period – e.g. ten years] after the date of a person's death.
  - c. A school shall not be named after a living person. A proposal to name a major district facility (other than a school) after a living person must address the concern that it is difficult to evaluate how future events may affect the appropriateness of selecting such a person's name as a permanent name for a major facility.
  - d. The Board will not consider proposals to name a school, major facility, or an area of a facility, after any district official, employee or student who is still serving/attending the District. If the proposal to name a major facility or an area of a facility uses the name of a former District official, former staff member, or former student who is still living, the proposal should be submitted no earlier than [identify the appropriate time period – e.g., 10 years] after the last date of service/attendance.
2. The following criteria shall be considered when evaluating any proposal to name any school or district facility, or any area within a school or facility, after a person:
  - a. Does the proposed name positively reflect and exemplify the mission, vision and ideals of the school district?
  - b. Did the person make an extraordinary contribution within the fields of education, science, art, business, or philanthropy and/or serve an extraordinary role in history or as a leader in the community?
  - c. Has the person consistently exhibited exemplary moral character?
  - d. To the extent any facility or area of a facility might be named after a major financial contributor, without whom the facility or area would not have been possible, does the proposal equitably balance and provide a means of recognizing other important contributions to the project?
  - e. Will the reason for the naming proposal retain significance to future students and other future members of the school community?

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3. The following additional criteria shall be considered when evaluating any proposal to name any school or district facility, or any area within a school or facility, after a former district official, former district employee, or former student:
  - a. Is the primary basis for the proposal the fact that the individual made an extraordinary contribution to the school community?
  - b. If the proposal uses the name of a former student, is the primary basis for the proposal an attempt to recognize the individual's extraordinary accomplishments after completing his/her education and for which his/her education was instrumental?
  - c. Is the proposal equitable to other individuals who have made a similar contribution to the school district or community in the past, or who may make a similar contribution in the future?

Naming proposals based primarily upon longevity of service to the District, or proposals that follow a personal tragedy (e.g., an illness) will normally be redirected to find other appropriate means of recognition or remembrance.

### Adoption Date: