

## 801.01.2 Dedication of Rooms or Areas

### 1. Purpose

The purpose of this procedure is to establish the process for the dedication of a name for a room or area within or on district property for a specific person or organization

### 2. General Statement of Procedure

- a. Individual rooms, areas, athletic fields, or athletic facilities within or on district property may be named in honor of a specific individual or organization
- b. The requesting party shall submit a recommendation of name to the principal.
  - i. The recommendation of name shall document a clear rationale with documented input from community, students, parents, and school staff.
  - ii. The principal shall forward the recommendation of name to the Superintendent with all supporting rationale and evidence of support.
  - iii. The Superintendent shall review the recommendation and approve or disapprove the recommendation. Approved recommendations shall be submitted to the Board of Education for final approval. Disapproved recommendations shall be returned to the submitting group with the reason for disapproval.
- c. Considerations for Naming
  - i. Names that possess a potential for controversy should be avoided.
  - ii. Names of living persons should be avoided. In the event that the name of a living person is to be recommended, the written permission of that person is required to accompany the recommendation to the Principal, Superintendent, and Board of Education.
  - iii. Names that are slogans or that could be construed as advertising should be avoided.
  - iv. Names should be appropriate to the purpose of the room, area, athletic field, or athletic facility.

### LEGAL REFERENCES:

### CROSS REFERENCES:

801.01 Buildings and Grounds: Name Selection