

## **NAMING OF DISTRICT FACILITIES, PROPERTIES AND ASSETS**

The Board of Education (Board) has the final approval authority in the naming of Colorado Springs School District 11 (District) facilities, properties and assets. This includes any space or area within any facility or property.

To aid in the recommendation and approval process, the Board establishes a standing Naming Committee (as outline below; names to be approved by the Superintendent) to accept and process written naming proposals each semester, if needed. The Naming Committee will solicit all evaluation information and data required for its deliberations through the Superintendent. The committee will designate its own chair and the committee will establish committee rules.

Proposals regarding nominations are welcomed and may be submitted by a member of the Board, the Superintendent, staff member, parent/guardian, student, consultant, civic group, any employee organization recognized as the official representative of any group of employees or any resident of the District. A standard naming nomination proposal form will be used for all submittals (see FF-E). All proposals will be submitted to the Naming Committee. There are two submission deadlines per year; the last day of each school semester. When a name or names are submitted by a semester deadline, the committee will meet the following semester to review those proposals. The Naming Committee may solicit additional data and/or interview individuals in the evaluation process. Nominations of living individuals will not be accepted and deceased individuals must have been deceased for at least 5 years.

Membership of the Naming Committee should consist of:

- A representative from each division
- Two Principals, one from Elementary and one from Secondary Schools
- Two Teachers, one from Elementary and one from Secondary Schools
- Two Educational Support Professional (ESP) Employees
- An Executive Professional Employee
- Two representatives from the District Accountability Committee who are not employed by the District
- The Custodian of Records
- A Parent/Guardian
- A representative from the facility being named will be a member during deliberations for that facility

The Superintendent will review membership annually and give membership updates to the Board as needed.

The Naming Committee will meet each semester, if needed. The naming Committee will meet as many times as needed to review proposals and schedule additional meetings to evaluate and develop recommendations to submit to the Board.

The Naming Committee will accept all input for review and evaluation. The Committee will document its evaluation and recommendation with regard to all nominations and forward to the Board for approval or disapproval. Nominations may address the renaming of existing entities and/or new ones. The Board will solicit input from the Superintendent/staff with regard to impacts (legal, physical, financial, materials, timing).

The Board shall use a careful and orderly process in examining all naming proposals and facilitate the process for administrative and legal review as needed. The Board may hold a public hearing on specific Naming Proposals if desired.

In selecting names, special consideration will be given to those names that will have special meaning to students and citizens of the community. Schools at any level may be named for presidents; statesmen and heroes of national fame; governors; statesmen and heroes of state fame; national and local educators; community and civic leaders; historical people, places, events; geographical locations; near-by subdivisions; or adjacent streets. No two schools in the district will be given the same name.

The Naming Committee shall review all nominations submitted, considering whether recommendations are consistent with the policy and whether deviations from the policy and guidelines, should they occur, are warranted. The committee shall make advisory recommendations to the Board at a regular scheduled meeting for non-action, then as an action item.

The Superintendent's Office shall receive all naming proposals submitted for consideration of the Naming Committee and then shall forward them to the chairperson of the Naming Committee for evaluation and recommendations.

Names of potential corporate sponsors may be considered through the corporate sponsorship program.

Adopted January, 1997  
Revised October 10, 2012

CROSS REFS.: FF-E, Exhibits to Policy FF, Naming of District Facilities, Properties and Assets

Policy Owner: Office of Communications and Community Relations