

PROCEDURES FOR NAMING OF FACILITIES

For the purposes of this policy, facility is defined as a building or campus, or major component thereof. Major components include a gymnasium, media center, auditorium, cafeteria, student commons, stadium, field, or similar areas. Because of the long-term impact of the name of a facility, careful consideration should be given to the following:

1. A facility may be named for a person or group who has made a significant contribution to the community, state, or nation. In addition to societal contributions, the moral character of the individual must be considered.
2. Recognizing that the ethnic and cultural composition of a local school community may change, while facility names are relatively permanent, the name should have broad acceptance in a multicultural society.
3. The traditions of the facility and its intended use should be taken into account.
4. A facility may be named in recognition of the neighborhood, area, or community.
5. When naming subunits of a facility, such as rooms, similar considerations apply, keeping in mind the relative significance of the subunit to the entire facility.

In general, the process for naming a facility includes:

1. A call for suggestions will be announced in the media, on school district social media platforms, and through building communications.
2. Names may be submitted by anyone, including the public, students, and staff.
3. A committee of school district representatives (which may include staff, students, alumni, community members, etc.) will narrow the field of names and make a recommendation to the Superintendent.
4. The Superintendent will make a recommendation to the Board of Education for its review and approval.
5. The Board of Education will review the Superintendent's recommendation and approve the name for the facility.
6. Rooms or other similar components of a facility may be named in accordance with Board Policy.

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ADMINISTRATIVE REGULATION

W A T E R L O O C O M M U N I T Y S C H O O L S

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