

6970P: Naming Facilities

The naming of a school shall take place in the following manner:

- A. The superintendent shall direct the principal or appropriate administrator to select a committee whose purpose shall be to submit to the board a list of not less than three nor more than five names for the new school. The list shall briefly state, along with each name, why the committee nominated each name. The committee may solicit nominations from students and the community.
- B. The committee shall follow these guidelines whenever possible:
 - a. Each name shall be known to and be significant to the people of the district.
 - b. The names submitted shall not conflict with the names of other schools in the district or surrounding districts.
- C. The board shall select the name of the new facility from the list submitted by the Superintendent. In recognition of the efforts of those involved in the project, a plaque containing the following information shall be attached to a new building:
 - a. school name;
 - b. board-approved construction date;
 - c. completion or dedication date;
 - d. name of board members as of the board-approved construction date in the following order:
 - i. President
 - ii. Vice President
 - iii. Board members (alphabetically)
 - e. Superintendent as of board-approved construction date; and
 - f. Architect and contractor names.

Formal dedication of the facility shall take place on a date and time specified by the board.

Naming of Portions of Existing Facilities

The naming of portions of an existing school or facility shall be permitted under special circumstances by the Board upon recommendation by the Superintendent. Such circumstances may include, but shall not be limited to, persons or businesses honored as benefactors to the school or school district, and/or memorial dedications in honor of a deceased person making a substantial material or other kind of contribution to the school district or the Camas community. Portions of a school include rooms, auditoriums, gymnasiums, athletic fields, libraries and the like. The name of a portion of the building should be selected using the same criteria and procedure stated above for naming a facility.

In the case of naming in recognition of a gift, the name could also be that of an individual donor or member of the donor's family. Corporate names of rooms and portions of buildings will not be allowed. Nothing in this policy shall preclude the placement of an appropriately-sized plaque, name plate, or donor wall in a room or other portion of a school in recognition of a corporate gift, provided no advertising, as opposed to recognition, is involved.

Changing the Name of a Facility or Portion of a Facility

A person proposing a name change for a facility or portion of a facility must present a proposal to the Superintendent. If the superintendent decides the proposal should be considered, he or she will initiate the committee process described above for naming a facility. The committee will research the history of the current name of the facility and take it into consideration before recommending a name change. When the superintendent

receives the report from the committee considering the name change, he or she will determine if the recommendation should be submitted to the Board for approval.

Camas School District
April 2005