## **BOARD OF EDUCATION – NAMING FACILITIES**

The Board will consider requests from school and community groups to make a portion of a building, a single building on a campus with multiple buildings, or a specific area on the campus for a person who is not living, provided the proposed name has a special significance and/or the person has made an outstanding contribution to the school or the school system and has been deceased for at least two years. The group making the request must agree to provide appropriate recognition, such as plaque, portrait, or marker for the school. The Board will consider the request after its approval by the administration.

When the use of a school changes and it no longer houses a regular school program, the School Board, upon the recommendation of the school administration, will consider changing the name of the facility only if the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system and has been deceased for at least two years.

The naming of a facility process will require a first and second reading by the Board of Education before passing. The naming of the building will be made public by the administration.

Elementary schools can be named in honor of persons who have rendered outstanding service to mankind in their community, state, or country.

All secondary schools can be named for geographic or historic locations.

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