

**Naming or Renaming  
Process for Facility  
or Part of an Existing  
Facility**

The Superintendent or designee is responsible for bringing forward, for Board consideration and action, any proposal to name or rename a facility or an existing part of the central office or a campus support facility.

The principal of a campus is responsible for bringing forward, for Board consideration and action, any proposal to name or rename a facility or a part of an existing facility on his or her campus. Such proposals must be approved by the Superintendent for placement on the Board's agenda.

A school campus that makes a recommendation to the Board to name or rename a facility or a portion of its facility will need to have the consensus support of the principal and the campus advisory committee (CAC) prior to Board approval. [See CW(LOCAL)] The nomination will need to include either minutes of the CAC meeting or a resolution of support signed by the CAC members.

When a facility or a portion of an existing facility is being considered for a name, the following process will be followed:

1. The criteria used in CW(LOCAL) will apply.
2. A facility or a part of an existing facility may be named for an individual, a place such as a landmark or neighborhood, or in any other manner as determined by the Board.
3. Parts of an existing facility include, but are not limited to, the following: wings, classrooms, gyms, band halls, libraries, auditoriums, and cafeterias.
4. All existing parts of facilities that have been named prior to August 22, 2005, will be grandfathered—regardless of the process used.
5. Nominations may be received at any time during the year.
6. Only one name may be submitted per nomination for consideration of a given part of an existing facility.
7. Nominations should follow the disclaimer found in CW(LOCAL), i.e., "Nominators are encouraged to provide a succinct description of the landmark's, neighborhood's, or nominee's contributions, why they are important, and any pertinent history that should be considered. While no fixed standard is imposed, supporting documents of no more than five pages should be sufficient."
8. Multiple nominations or multiple letters of support should be summarized in the five pages referenced above.

NAMING FACILITIES

CW  
(REGULATION)

9. When the CAC has acted, the principal, administrator, or facility supervisor will send the nomination information to the executive director of communications and community engagement.
10. The executive director will review the nomination to ensure compliance with this regulation.
11. The executive director will be responsible for putting the nomination on the Board's consent agenda for consideration.
12. If a nomination is approved by the Board, the executive director will officially contact the nominator and the principal.
13. The facility making the nomination will be responsible for any ceremony and/or plaque reflecting the approval of a nomination.