

Facility Utilization

Commemorative Naming or Renaming of District Educational Facilities

The Board of Education shall be the sole body to approve the official naming of any new District facility or renaming of any existing District facility. When the need arises, the following procedures will be used:

1. The Board may appoint an ad-hoc committee to consider and recommend names. Membership is to include staff, a student representative and citizen representatives of the community.
2. This committee can recommend up to three names in order of preference to the Board for consideration. The Board will make the final selection.
3. The committee may use the following sources for the suggestion of names:
 - Public participation. This is to include announcements through the news media soliciting suggestions for facilities names.
 - Student participation.
 - Faculty/staff participation.
 - Previous file of suggested names. A permanent file of previously suggested names shall be maintained by the Superintendent of Schools or his/her designee.

All nominations shall be in writing and should contain the rationale for such nomination.

4. The committee will observe the following guidelines when developing the name list:
 - name is to be easily identifiable with the facility.
 - name should not be in conflict with the names of other facilities in the District.
 - name should have significance for people using the facility.
 - names of living people should be avoided.
 - facilities may also be named after major contributors to the District without whom a new facility would not have been possible.

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5. The names of persons or places from the following categories may be used:

1. Areas within the District	8. Industry
2. Arts	9. Inventions
3. Business	10. Labor
4. Education	11. Military Services
5. Government	12. Philanthropy
6. History	13. Professions
7. Humanitarianism	14. Science

6. Consideration for nominations of persons' names must be limited to candidates of exemplary moral character, who have made outstanding contributions, who have historical significance, who have performed service to the community or humanity, or who have displayed outstanding leadership.

7. Criteria for using persons' names shall include the following: (1) the nominee shall have been deceased for at least two years prior to nomination, (2) first consideration shall be given to local persons, but (3) additional consideration may be given to state, national and international persons.

Parts of extra-curricular facilities, such as auditoriums, athletic fields, etc., if named, are to be named following the criteria established within this Administrative Regulation; however, paragraph 7(1) shall not apply but may be used at the discretion of the Board of Education or its ad-hoc committee. These facilities may be marked by an appropriate plaque or sign commemorating that individual's contribution.

The Board shall make the final decision on all facility names. Once a facility has been officially named, it shall not be renamed except for reasons deemed to be compelling by the Board.

Legal Reference: Wisconsin Statutes 120.12(1), 120.13

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