

POLICY TITLE	POLICY NUMBER	ADOPTED	REVIEW FREQUENCY
<b>Facilities Naming</b>	<b>R 4.1.1</b>	<b>09-09-2010</b>	<b>24 months</b>

1. The naming and renaming of any school building, facility, or piece of property, in whole or part, is the sole responsibility of the Board.
2. The following guiding principles will be applied when considering the naming of any school property:
  - 2.1. In general, the name shall:
    - 2.1.1. Encourage unification among community stakeholders.
    - 2.1.2. Include definition of function such as Elementary, High School, District Office, etc.
    - 2.1.3. Be clearly identifying, widely known and recognized for an extended period of time.
    - 2.1.4. Support the Mission of the school district.
    - 2.1.5. Not be limited to educators and/or individuals formerly employed by the school district.
  - 2.2. When naming school property after any individual, that person must:
    - 2.2.1. Character
      - 2.2.1.1. Be a positive role model for students.
      - 2.2.1.2. Exhibit behavior worthy of student emulation and imitation.
      - 2.2.1.3. Demonstrate character which exemplifies and is consistent with the Mission of the District.
    - 2.2.2. Contributions
      - 2.2.2.1. Have made significant contribution, above and beyond, which supports the education of students through the District's Mission, and impacts numerous youth, the school district, the greater St. Croix Valley community, the state of Minnesota, and/or nation;

and/or

2.2.2.2. Have brought significant acclaim and positive recognition to numerous youth, the school district, the greater St. Croix Valley community, the state of Minnesota, and/or nation.

2.2.3. Achievements

2.2.3.1. Have made significant achievements, above and beyond, which support the education of students through the District's Mission, and impacts numerous youth, the school district, the greater St. Croix Valley community, the state of Minnesota, and/or nation.

2.2.4. Employment Status (if applicable)

2.2.4.1. Not be a current Stillwater Area Public Schools employee

3. The process to be used when naming a school property shall be as follows:

3.1. The Board shall formally identify the need for a naming process for the identified district property.

3.2. The Superintendent will establish and convene a committee to bring forth name recommendations for consideration by the Board.

3.2.1. The committee will be comprised of:

3.2.1.1. Four community members determined by the Board

3.2.1.2. One Board member selected by the Board Chair (ex officio role)

3.2.1.3. Up to two staff members (one from the site)

3.2.1.4. Assistant Superintendent for Business and Administrative Services

3.2.1.5. The principal or superintendent designee, acting as committee chair

3.2.2. The role of the committee shall be to:

3.2.2.1. Solicit suggestions from the community for the name of the facility.

3.2.2.1.1. When considering the naming of school property, community input and preference will be considered. Notification of opportunities for community input shall include advertisement in the official District newspaper and publication on the District's website.

3.2.2.2. Consider all suggestions in light of the guiding principles defined in sections 2.1 and 2.2 above.

3.2.2.3. Propose a list of no more than three names to the Board for consideration.

4. The process to be used when the Board receives a request to consider renaming district property shall be as follows:
  - 4.1. The requestor(s) must complete a Request for Renaming of Facilities form and submit it to the Superintendent.
  - 4.2. The Superintendent, after notifying the Board of the request, shall establish and convene a committee to consider the request.
    - 4.2.1. The committee will be comprised as defined in 3.2.1 above.
    - 4.2.2. The role of the committee shall be:
      - 4.2.2.1. To consider the request in light of the guiding principles defined in sections 2.1 and 2.2 above.
      - 4.2.2.2. Make a recommendation to the Board regarding whether or not to rename the district property as requested.
  - 4.3. The Board will take formal action on the request no later than six months from the date the request is received.
  - 4.4. Applications for renaming of school district property may be withdrawn at any time by the individual/organization making the request or, if the proposed name is that of an individual, s/he may withdraw the application.
5. Naming of any district property as a condition of acceptance of a financial contribution will be made in accordance with this policy, as well as the District's gifting and advertising policies.
6. Collections of works or other major gifts to the District, which do not include the renaming of facilities, may be recognized by individual schools, subject to the District's gifting policy.



# REQUEST FOR RENAMING OF FACILITIES

## PROPOSED NAME

Proposed Name for Property: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

If the proposed name is that of an individual, is s/he aware of this request? Yes \_\_\_\_\_ No \_\_\_\_\_

## PROPERTY TO BE NAMED

Name of District property: \_\_\_\_\_

Address of District property: \_\_\_\_\_  
Street Address and City

Details specific to property: \_\_\_\_\_  
(For example field, classroom, etc.)

## PERSON/ORGANIZATION MAKING REQUEST

Name of Person/Organization: \_\_\_\_\_

Address of Person/Organization: \_\_\_\_\_  
Street Address, City, State, ZIP Code

Contact Information: \_\_\_\_\_  
Phone Number(s) Email Address

## CRITERIA

If the proposed name is that of an individual, is s/he a current District 834 employee? Yes \_\_\_\_\_ No \_\_\_\_\_

Please review District 834 Policy R 4.1.1, which provides the criteria to be used when considering a naming request.

Please attach a narrative, that describes in detail, how the naming request matches the criteria provided in section 2.1 of the policy. If the proposed name is that of an individual, please also describe the contributions, achievements, and ways in which the individual has been a role model, demonstrated character that supports the education of students, and exemplifies the Mission of the District, as defined in section 2.2 of the policy.

**Completed applications should be submitted to:**

Superintendent  
Stillwater Area Public Schools  
1875 South Greeley Street  
Stillwater, MN 55082

\_\_\_\_\_  
Signature of Individual Submitting Form

\_\_\_\_\_  
Date