



## **SECTION VI: BUSINESS & TECHNOLOGY POLICY 6135**

### **NAMING SCHOOL FACILITIES & MEMORIALS**

#### Purpose:

It is the responsibility of the Board of Education to adopt official names for public school facilities. In fulfilling this responsibility, the Board will establish an equitable process for naming school facilities, and will make every effort to respect community preferences. Although the Board will consider recommendations for school facility names, the final responsibility for naming a school building or facility rests with the Board of Education.

#### Naming Process

When a school site is purchased, or a planning project for a new school facility is initiated, the Superintendent will establish a temporary, generic name to designate the site or building for planning purposes. Prior to the opening of a new site or facility, the Superintendent shall establish a naming committee comprised of affected community members, administrators, staff, and students to develop a list of names for recommendation to the Board of Education. The naming committee shall follow the guidelines established by this policy in developing the list of recommended names. The naming committee may designate its top preference(s) on the list. The Board may select from among the recommended names or ask the naming committee to submit additional recommendations.

If an existing school site, facility, specified areas within or around school sites, or other District facilities, including athletic facilities, are being named or renamed according to location and/or function (e.g. Freshman Academy, Senior High School, Gymnasium, etc.), the Superintendent may forego the naming committee process, and recommend a name to the Board. At the discretion of the Superintendent, other methods may be used to get input or generate potential names for consideration (i.e. survey, poll, naming contest, etc.).

#### Naming Guidelines

Geographic, historic, functional or neutral names are preferred for schools and facilities (e.g. Leisure Park, Liberty, and Centennial). Names with potentially negative connotations should be avoided.

An individual's name may be considered for a school or facility, with preference given to deceased (for at least three years) historical figures or distinguished persons who have been previously recognized for their sacrifice or outstanding contributions made to education, the state or the nation.

#### Renaming a School or Facility

If there is strong interest within the community, the Board of Education will consider requests to rename existing school facilities. If the Board decides to proceed with a renaming, the procedures outlined in the Naming Process above will be followed.

#### Special Requests

Requests to name a school, facility or portion of a school facility based on a financial contribution to the District must be expressly approved by the Board of Education.

#### Honors or Memorials

All honors and/or memorials must be approved by the superintendent and/or designee(s). District officials will determine the location of approved memorials on school grounds. Requests will be



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considered, but District officials must consider the design parameters, if the item blends with the campus, ongoing and future maintenance, and effect a memorial may have on students and staff.

Honors or memorials to students, faculty/staff, administrators, Board members, or others associated with the District may be done through the purchase of items such as plaques, benches, tables, and other outdoor furnishings, etc. Each item may contain a plaque engraved with the memorialized individual's name and the words "donated in memory or honor of". All items received as honors or memorials become the property of the School District. The District will not be held responsible to replace worn or damaged honors or memorials. The District reserves the right to move or remove the honor or memorial if not repaired and in the event the item prohibits the repair, expansion, or growth of a building. The purchase and location of all such items must be approved in advance by the Board based on a recommendation by the Superintendent.

Source: *Broken Arrow Board of Education, policy adoption, October 26, 2009.*  
*Broken Arrow Board of Education, policy revised, May 12, 2014.*  
*Broken Arrow Board of Education policy revised, July 10, 2017.*  
*Broken Arrow Board of Education policy revised, October 11, 2021.*  
*Broken Arrow Board of Education policy revised, <Date>*