

FACILITY NAMES

Naming school facilities is an important responsibility of the Board of Education.

New Facilities

When any new facility is acquired or constructed, the Board will appoint a committee consisting of community members, students and staff to recommend appropriate names for the new facility. If possible, staff members who serve on the committee will include those slated to work in the new facility. The committee will recommend possible names to the Board for consideration, and the names will be included in the minutes. Activities of the committee are governed by the Missouri Sunshine Law. The Board of Education will make the final decision on the name of any district facility.

The following guidelines should be observed in the selection of a name:

1. The name should be easily identifiable with the school.
2. The names of living people are prohibited.
3. Individual parts of a school building or campus should not be named separately from the total school complex.

An exception may be made to the above guidelines if school facilities are constructed with a substantial portion of private funds donated to the school district.

Existing Facilities and Additions

Once a building or facility has been named, that name will remain with the building or facility unless changed by the Board. Names will be changed using the same process outlined above. Names may be changed when a specific program or theme the facility was named for changes, when the current name no longer supports the objectives of the facility, or due to additions or renovations to an existing facility.

Naming Rights

The Board of Education may, when it is in the best interest of the district to do so, contract to sell or lease naming rights to any district-owned property to an entity or organization whose stated purpose is consistent with the educational mission of the district and whose activities are not contrary to that mission.

FILE: FF
Basic

Plaques

The Board may have plaques installed on new construction projects or renovations to existing facilities reflecting the name of the facility; the names of the Board members in office at the time the project was approved; the name of the superintendent serving at the time the project was approved; and the names of the architect, general contractor and others as determined by the Board. The plaque will also include the date the project was completed.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 06/09/2008

Revised: 01/12/2011

Columbia School District No. 93, Columbia, Missouri